

Open Recruitment

Alzheimer's Orange County is seeking qualified candidates to apply for the following position:

Position Title: Social Worker I
Division: Programs & Education
Reports to: Helpline Coordinator
Status: **Part-Time, 16 hours/week; Non-Exempt**

General Summary:

The **Social Worker I** is part of a team that provides information, assistance, and support by telephone, e-mail, and face to face to individuals and families impacted by memory loss, Alzheimer's disease and related disorders. This includes general information and education about memory loss and Alzheimer's disease, community and AlzOC resources, care planning, as well as emotional support to caregivers and persons with memory impairment. The Social Worker I works closely with the Helpline Coordinator and other staff to ensure that all aspects of the AlzOC information, referral and assistance service delivery system are operational.

This position is a part-time (16 hours/week) entry level position that requires a minimum of a BA/BS in social work or related field. Candidates are required to demonstrate knowledge of social work principles and practices in working with older adults and their families. Responsibilities require limited independent judgement and ability to provide basic information, assistance and supportive services to individuals and families impacted by memory loss. Work will be reviewed through observations, case notes, conferences, constituent satisfaction surveys, and results achieved.

Essential Job Functions:

- Provide information, assistance and supportive services via telephone, email and in-person to AlzOC constituents impacted by memory loss, Alzheimer's disease or related disorders.
- Provide accurate and timely documentation and follow up of interactions and interventions
- Collect, tract and report data and metrics regularly
- Maintain appropriate social work and agency ethical standards of practice for client communication, documentation and confidentiality, following policy and procedures of the profession and agency
- Bring cases with safety, legal, risk management, or ethical implications to the attention of the Helpline Coordinator
- Assist with general office duties including but not limited to updating, developing and maintaining AlzOC's resources, updating providers regarding previous

referrals, data collection and analysis, and assisting with AlzOC and community events as needed.

- Other duties as assigned

Minimum Requirements:

- Bachelor's degree in social work or a related field or substantial work experience
- Familiarity with memory loss, Alzheimer's disease, other dementias and related family caregiving issues
- Two years professional experience in the field of human services
- Ability to maintain confidentiality
- Ability to work independently as well as in a team environment
- Strong communication skills a must (listening, verbal and written) including the ability to provide empathic, professional support
- Previous experience with customer service (i.e. volunteer work, hotline, information and referral)
- Ability to represent Alzheimer's Orange County in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications.
- Ability to travel as needed to perform job duties
- Ability to work occasional evenings and weekends as necessary

This job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.