

**Position Title:** Social Worker  
**Reports to:** Program Director  
**Status:** Full-Time, Non Exempt

**General Summary:**

Reporting to the Supervisor, assists with the supervision and provision of services to participants enrolled in the agency adult day program and adult day health care (CBAS/ADHC/PACE) program.

**Job Description:**

The Social Worker acts as a member of the assessment team (MDT) to evaluate medical social needs of all participants and provides a wide array of social services to participants enrolled in Adult Day Care, Adult Day Health Care and Community Based Adult Services. Provides support services to family caregivers.

**Essential Job Functions:**

- Interview and screen referrals to determine appropriateness of prospective participants for agency services, including home visits as required.
- Develops plan of care, including short-term and long-term goals with participation of the participant's family and other appropriate individuals.
- Provides signed and dated daily documentation for all services.
- Record, sign, and date quarterly progress reports in each participant record.
- Provides initial plan of care and periodic reevaluation and revision of plan.
- Provide counseling and support groups to participants, families and community-at-large, and referrals to available community resources.
- Promotes peer group relationships through problem-centered discussion groups and task oriented committees.
- Serve as a liaison with the participant's family and home. Also serves as a liaison with other community agencies that may be providing services to the participant in an effort to coordinate all services delivered to the participant to meet the participant's needs and avoid duplication.
- Assist in the management of the Child and Adult Care Food Program by certifying and maintaining current eligibility applications, and collecting required data on each participant.
- Provide discharge planning for all participants.
- Observes each participant for any change in physical, mental, emotional, and social functioning and reports such changes to Health Care Staff, Activities Staff and Consultants to ensure that the therapeutic continuum of care is implemented effectively.
- Refers participants with apparent mental, emotional or behavioral problems to agency mental health consultant for further assessment to develop individual plan of care.

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- Network with other agencies, attend agency fairs, perform outreach and marketing to community groups, and potential referral sources within the service area
- Performs related work as needed

**Minimum Qualifications**

- Master's Degree in social work from an accredited school of social work or master's degree in psychology, gerontology, or counseling and one year experience providing social services in one or more fields of aging, health, or long-term care services; or Bachelor's degree in social work from an accredited school with two years of experience providing social services in one or more fields of aging, health, or long-term care services
- Knowledge of processes and issues surrounding aging
- Knowledge of mental health and health care issues specific to elderly

**Minimum Qualifications:**

- Knowledge of individual and group counseling practices
- Ability to conduct intake and assessment interviews
- Ability to work within a multi-disciplinary team
- Knowledge of case management and care planning process
- Possess and maintain valid California's Driver's License, proof of automobile insurance and willingness to use personal automobile for work-related tasks
- Demonstrated verbal and written communication skills
- Good organizational and time management skills
- Proficient I use of a personal computer, Microsoft Office application, ADHC applications
- Be in good health

The work environment described here is representative of those an employee encounters while performing the essential functions of this job:

- Work indoors in an open environment
- Have daily direct contact with a large group of clients

**Employment Requirements:**

- Proof of U.S. citizenship or documentation to work in the United States
- Current Medical/Health screening including TB screening
- First Aid and CPR (within 6 months of hire)
- Criminal Background check
- Must complete HIPAA training and LiveScan

The 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

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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 [socalseniors.hr@gmail.com](mailto:socalseniors.hr@gmail.com).