

Position Title: Social Worker Assistant
Division: Healthy Aging Center: Laguna Woods
Reports to: Social Work Lead
Status: Non-exempt
Pay Range: \$21/hour - \$23/hour DoE

General Summary:

Reporting to the Social Work Lead, the Social Work Assistant assists with the supervision and provision of services to participants enrolled in the agency adult day health care program.

The Social Worker Assistant 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:

- Answer incoming calls from potential prospects, schedule and conduct tours of the center.
- Interview and screen referrals to determine appropriateness of prospective participants for agency services, including home visits as required.
- Serve as a liaison between the participant, responsible party and other agencies.
- Verify insurance and obtain authorization for services prior to participant enrollment.
- Create and organize electronic files for incoming participants, to include health record and intake information.
- Record, sign & date daily documentation of all services provided in the center.
- Assist social workers with Initial/Reassessment documentation.
- Assist social workers with the discharge process for participants.
- Data entry as needed
- Work in cooperation with Health Care Staff, Activities Staff and Consultants to ensure that the therapeutic continuum of care is implemented effectively
- Performs related work as needed
- Other Duties as assigned

Minimum Qualifications:

- Bachelor's Degree in social work from an accredited school of social work or Bachelor'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
- Previous Medical Assistant or electronic medical record experience a plus.
- Knowledge of processes and issues surrounding aging
- Knowledge of mental health and health care issues specific to elderly
- Knowledge of individual and group counseling practices
- Ability to conduct intake and assessment interviews
- Ability to work with a diverse multi-disciplinary team and diverse participant population
- Ability to stay calm under pressure
- 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
- Proficiency in Microsoft Office Suite
- Good organizational, time management, interpersonal, and problem solving skills

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)

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate 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 Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

To Apply:

All applicants must send a cover letter and resume to be considered for this position.