

SERVICES NOW FOR ADULT PERSONS, INC.
THE CAREGIVER PROGRAM

JOB DESCRIPTION - SOCIAL WORK SPECIALIST

Role:

Under the supervision of the Associate Director of Program Development assist in coordinating, planning, implementing and providing the counseling, support group and workshop components of the caregiver program and, maintaining a caseload providing comprehensive case work.

Responsibilities:

- Coordinate and provide support groups, on and off site, as well as individual counseling in community boards 8, 9, 10, 11, 12, 13, & 14.
- Maintain a caseload and provide in-home assessments, develop care plans, provide case work assistance with regard to benefits and entitlements, advocate and intervene with other agencies on behalf of client and ensure the clients are receiving adequate and appropriate services.
- Identify clients in need of individual counseling services and provide consistent and regularly scheduled 1-1 sessions that meet the needs of the clients and program.
- Participate in department group conferences, discussing best Social Work practice and case situations.
- Participate and assist the Associate Director of Program Development with educational workshops & trainings focusing on the needs of informal caregivers and resources available to this population when needed.
- Ensure that caregiver services are implemented across community boards so that the greatest numbers of caregivers receive services.
- Compile statistics and maintain complete and accurate case records in a timely basis.
- Perform other tasks as needed.

Qualifications:

Master's in Social Work, or other Human Services, or a minimum of 45 credits completed toward Graduate Degree. License and bi-lingual in Spanish or other languages a plus.

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