



**POSITION TITLE: Senior Services Social Worker**

**FUNCTION:**

The Senior Services Social Worker provides professional social services to CJFS clients including case management, financial assistance, information and referral to community resources and educational programs focused on older adults and their families. Social Workers utilize professional skills to assess the client situation; make recommendations based on clients’ requests and needs; and facilitate the implementation of services and resources to enable aging-in-place and improve the quality of life for the client or family seeking assistance.

**REPORTS TO:** CJFS Programs Director

**JOB CLASSIFICATION:** Full-Time, Exempt

**QUALIFICATIONS:**

- Minimum of a master’s degree in social work. Bachelor of social work degree with 2+ years of older adult care management will be considered.
- Licensed at the LMSW level or higher in Alabama.
- Strong written and verbal communication skills.
- Has working knowledge of and skills in providing case management and group facilitation.
- Able to work with a diverse caseload.
- Experience with older adults and familiarity with issues of aging strongly preferred.
- Good organizational skills.
- Demonstrated ability to maintain good working relationships with professional and community contacts.
- Must have a valid Driver’s License and proof of insurance.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Provide professional social services for elderly and disabled adults and their families including comprehensive assessments, development and implementation of care plans, accessing community resources, ongoing monitoring and case management.
2. Communicate and work collaboratively with families of clients and community resources as appropriate.
3. Collaborate with CJFS clinical team as appropriate to ensure maximum quality of care and appropriate use of professional skill levels.
4. Research and become fully knowledgeable about community resources related to client requests and needs.
5. Plan and implement group psycho-educational programs as assigned.
6. Maintain accurate and current service records.
7. Complete all statistical reports promptly as required by the Business Office and funding sources.
8. Work with communications & marketing staff to write articles and provide stories based on professional expertise and case experiences.
9. Work with volunteers and student interns as needed.
10. Work with marketing team to promote CJFS services and develop new services in response to community needs.
11. Perform additional duties as requested by the Supervisor or Executive Director.

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EMPLOYEE

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DATE

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EXECUTIVE DIRECTOR

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DATE