

# JOB DESCRIPTION

**Job Title:** Older Adult Social Worker MSW, LSW

**Department:** Older Adult Support– Older Adults



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## Job Summary

Provide short term case management for older adults and their families as identified through older adult assessment and creation of treatment plans. Participates in ongoing supervision and attends monthly staff meetings.

20 hours per week

## Duties and Responsibilities

- Discuss fee and service provision structure with client
- Meet with clients to complete initial assessment, determine treatment plans, and connect client to resources through information and referral
- Document all relevant case information in database
- Set up family meetings with clients as needed
- Document time and bill for service
- Collaborate with relevant staff to ensure delivery of appropriate services
- Develop relationships with community agencies to maximize resources and advocacy on behalf of clients
- Attend appropriate team meetings

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## Required Skills/Abilities:

- Communicate with individuals of all ages with ability to diffuse difficult or emotional situations
- Possess experience and sensitivity in working with older adults and their families
- Ability to work collaboratively, and as a team player
- Knowledge of Jewish customs and traditions
- Ethics: Treats people with respect and maintains confidentiality; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Maintain PA Social Work licensing through continuing education

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## Education and Experience

- MSW degree required
- 2-4 years relevant experience