

# JOB DESCRIPTION

**Job Title:** Older Adult Social Worker and Logistics Program Coordinator  
**Department:** Older Adult Services  
**Reports to:** Director of Client Services



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## Job Summary

Provide case management for older adults and their families based on in-home assessments, development of treatment plans, and/or information and referral to services and programs. Coordinate logistics to support programs for older adults. Participate in ongoing supervision, attend monthly staff meetings, and appropriate team meetings.

In-person position, 30 hours per week

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## Duties and Responsibilities

- Meet with clients and document case information of completed assessments and determined treatment plans, and connect clients to resources through information and referral
  - Develop relationships with outside agencies to maximize resources and advocacy on behalf of clients
  - Collaborate with agency staff on program screening tools, policy, and outcomes to ensure delivery of appropriate services
  - Coordinate logistics and budget of small batch programs, attend programs, and document captured outcomes
  - Foster relationships for program partnerships with synagogues, businesses, and local colleges
  - Work with Manager of Marketing to develop publicity materials for older adult services
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## Required Skills/Abilities:

- First-hand personal experience with Jewish customs and traditions
  - Ability to communicate with individuals of all ages and the capacity to diffuse emotional situations
  - Possess experience and sensitivity in working with older adults and their families
  - Proficiency in Microsoft Office Suite
  - Ability to work collaboratively, and as a team player
  - Valid drivers license and reliable transportation
  - Ethics: Treats people with respect and maintains confidentiality; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
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## Education and Experience

- Education: Master of Social Work, or Bachelor of Social Work, or Gerontology
- Experience: 2-4 years relevant experience