

SENIOR RESOURCES, INC.
POSITION DESCRIPTION

SOCIAL WORKER

GENERAL DESCRIPTION: Under the supervision of the Director of In-Home and Community Based Services, provides direct assistance to the Director of In-Home and Community Based Services, staff, clients, and families. Duties may require occasional exposure to unpleasant conditions in client homes, and occasional stressful interaction with clients.

SPECIFIC DUTIES:

1. Responsible for providing social work/case management services, to include assessments and reassessments to clients in Richland County.
2. Responsible for all client files, computer data, written records, as well as enter complete and accurate information in the CMS/AIM computer system as assigned.
3. Provide Information and Referral services to the community.
4. Assist with monthly, quarterly, and yearly reports as assigned.
5. Maintains compliance with regulations, guidelines, and standards of funding sources, including but not limited to the South Carolina Department on Aging, Central Midlands Council on Governments, and Department of Health and Human Services as specified by the sponsor.
6. Maintains records necessary to document compliance with regulations.
7. Lead support groups at wellness centers as assigned.
8. Assist in training Social Work interns.
9. Assist with training HomeCare Aides.
10. Participate at staff exhibits, health fairs, and fundraisers throughout the year to promote programs and services provided by Senior Resources, Inc.
11. Compose agency contracts, newsletters, memos, correspondence letters, and additional documents for Social Work/HomeCare program as assigned.
12. Attend relevant seminars and training as needed to meet agency standards.
13. Assist and support agency functions.
14. Other duties and tasks as required by the Director of In-Home and Community Based Services, or as required by the program.

Minimum Qualifications:

- Bachelor's degree in Social Work required from an accredited university
- Licensed as a LBSW in the state of South Carolina
- Strong organizational, communication and customer service skills
- Must have computer knowledge and skills
- Experience working with older adults
- Demonstrates sound interpersonal skills

Please submit resume and letter of interest by June 30, 2019, to Anne Shissias, Director of In-Home and Community Based Services, at: ashissias@seniorresourcesinc.org