



POSITION TITLE SENIOR ADVOCATE CASEWORKER

REPORTS TO: Director of Senior Services

EXEMPT POSITION

I. GENERAL RESPONSIBILITIES

Under the direction of the Director of Senior Services, the overall responsibility of the Senior Advocate is to provide information on community programs, services, and financial benefits to the older adult and their family/caregiver. This information will assist the older adult in maintaining independent living and prevent premature nursing home placement.

II. DUTIES

1. Conduct a preliminary assessment to determine the level of need of the client
2. Discuss the benefits and options available
3. Set goals with the client designed to foster greater independence and control over his/her life when possible and appropriate
4. Arrange services as needed, complete paperwork
5. Provide ongoing monitoring and support to the client, family and/or caregiver if needed or requested
6. Maintain the appropriate case notes and statistical data
7. Attend in service trainings, agency, and department meetings, and Inter-agency meetings as required
8. Complete yearly reassessments required to continue client services
9. Manage a caseload which involves decision making and accountability
10. Assure that client files are in working order and documentation completed on a timely basis
11. Provide information on services, benefits and opportunities at group gatherings as needed or requested
12. Represent CASI in a positive and professional manner both inside and outside of the agency
13. Timely submission of all assessments, reports
14. Discharges duties in a professional manner consistent with CASI policies and procedures
15. Completes special projects as assigned

III. RELATIONSHIPS AND CONTACTS

A. Supervisory Relationships

1. Cooperate and communicate appropriately with Director of Senior Services in matters of mutual concern
2. Maintain an appropriate relationship with supervisor to facilitate flow of information and implementation of decisions

B. Organizational Relationships

1. Maintain a harmonious working relationship with others, both internal and external to the agency
2. Work with others to achieve common goals and contribute to a positive, productive working environment
3. Exhibit a sensitivity to working with older adults who may have physical and/or cognitive limitations

IV. EXPERIENCE, SKILL, AND EDUCATION REQUIREMENTS

1. Requires a BSW or BA in related field with a minimum of 5 years of experience
2. Requires a skill in oral and written communication
3. Requires good record keeping skills
4. Requires computer knowledge
5. Requires adherence to Social Work Ethical Standard
6. Requires valid driver's license, automobile transportation, and current auto insurance
7. Requires adherence to the CASI Employee Handbook

V. PAY, WORKDAY AND BENEFITS

This position is full time, 40 hours per week. It is classified as exempt from overtime. This position may be required to work nights and weekends, as required by the job responsibilities. Salary is to be set by The CASI Board of Directors. Benefits are outlined in the CASI Policy and Procedure Manual. CASI is an equal opportunity employer.

I understand the duties of the Senior Advocate Caseworker and agree to follow them as required by the Center for Active Seniors, Inc.

Staff

Date

Director of Senior Services

Date