

CITY OF CARSON

Title: COORDINATOR - SENIORS ASSISTED LIVING

Job Summary:

Under direction, perform a variety of senior citizen's case management/social work duties; organize and coordinate in-home services. Perform a variety of duties related to programs for the frail and dependent elderly.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Conducts in-home interviews to assess needs and enroll eligible clients in City programs.
2. Formulates care plans including optimal solutions and alternatives.
3. Determines the type, sequence and timetable for services provided.
4. Explains and clarifies the tasks of workers, volunteers, clients, family and other informal network members; negotiates, advocates and procedures needed services.
5. Monitors service delivery and reassesses needs periodically.
6. Revises care plans and terminates cases no longer needing assistance.
7. Trains, supervises and evaluates the performance of assigned staff and volunteers; consults with assigned supervisor regarding complex, multi-problem cases.
8. Refers clients to other agencies and organizations for assistance, as appropriate.
9. Assists clients in completing required forms and interpreting official documents, serves as client representative at hearings and appeals.
10. Organizes, implements and evaluates monthly in-service volunteer training and volunteer/client social functions.
11. Recruits, trains and matches volunteers with clients in the Friendly Visitor Program.
12. Organizes, evaluates and directs volunteer activities.
13. Prepares and maintains a variety of narrative and statistical records, carts, files and reports.
14. Acts as a liaison to social service agencies and other organizations concerned with social services.
15. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A bachelors degree in gerontology, social welfare or related field or equivalent and two (2) years of full-time paid experience in gerontology.

Knowledge of:

- . Principles and practices of social work and case management systems
- . Public and private community resources for senior citizens.
- . Counseling techniques and crisis intervention.
- . Needs, problems and concerns of the elderly.
- . Government entitlement programs and services.
- . Record-keeping techniques, principles of supervision and training.

Skill and Ability to:

- . Assess medical, financial and psychological needs and develop appropriate care plans.
- . Organize, schedule, coordinate and monitor social services.
- . Provide counseling, assistance and referrals.
- . Train, supervise and evaluate personnel.
- . Communicate effectively orally and in writing.
- . Establish and maintain effective working relationship with others.
- . Legally operate a motor vehicle in the State of California.
- . Possess a valid CPR certificate issued by an authorized agency.

License and Certificate:

Valid California driver's license.

CPR certificate issued by an authorized agency.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Perform work which is primarily sedentary.
- . Is subject to inside and outside environmental conditions.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.