



## **Social Work Assistant**

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**Job Title:** Social Work Assistant

**FLSA Classification:** Non-Exempt

**Department:** Social Services

**Supervisor:** Social Worker

### **Job Summary**

Under the direction of the Social Worker, is responsible for direct social work case management services to participants.

### **Essential Job Functions**

- In conjunction with the IDT, may meet with family members and others. Coordinate ongoing family meetings, as needed.
- Administer individual and family counseling as needed or prescribed in the plan of care and assessments; develop and lead group counseling and support activities under direct supervision of Social Worker.
- Provide ongoing case management and advocacy as required.
- In conjunction with the interdisciplinary team, coordinate discharge planning for participants returning home from hospital or nursing facility.
- Maintain current, written case management records, including ongoing documentation of services provided, and participant's expressed wishes.
- Act as liaison between the participant and other agencies such as Department of Aging, Social Security Administration, Medicaid, etc.
- Assist with money management.
- Assist with ongoing financial eligibility for participants, including recertification as needed.
- Participate in participant-related conferences in the community as designated.
- Maintain confidentiality of participant information.



### **Non-Essential Job Functions**

- Attend and participate in all staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle

### **Working Conditions and Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Experience**

- Preferred one (1) year of documented experience in working with a frail or elderly population required.
- Prefer experience in a community-based setting or geriatric program.



### **Knowledge, Skills, and Abilities**

- Interest in the risk-based long-term care program to serve frail elderly in a community-based setting.
- Experience and thorough knowledge of social service principles and practices.
- Knowledge of psychosocial, behavioral, and family needs of the elderly population.
- Knowledge of financing mechanisms such as Medicare, Medicaid, and Prospective Payment Systems.
- Knowledge of the local and social service delivery systems and aging network.
- Proven ability to work in an interdisciplinary team.
- Ability to work effectively and harmoniously with the staff, the elderly, and providers of services, public, and private agencies.
- Energetic, dependable, resourceful, and flexible.
- Effective oral and written communication skills.
- Computer skills required.

### **Education and Certification**

- Bachelor's degree in social work or related field required.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

### **Acknowledgment**

**I have read** the above social worker assistant job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



**I understand** that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fresno PACE Representative

\_\_\_\_\_  
Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

<b>Written Date</b>	08/01/2014	<b>Revised Date</b>	
<b>Reviewed Date</b>	06/21/2017	<b>Discontinued Date</b>	
<b>Approved By and Title:</b> QAPI Committee			