

## **Job Description**

### **Case Worker**

#### **Overall Duties**

The case worker is responsible for conducting comprehensive in-home assessments of seniors' needs and developing care plans following guidelines of the Department of Elder Affairs and Meals on Wheels, Etc.

This is a professional position and requires the ability to work independently. Additionally, the case worker must be able to work cooperatively with the coordinators of the agency's programs. This position reports to the Social Services Manager.

#### **Overall Responsibilities**

1. Assess applicants using mandated forms provided by the Department of Elder Affairs.
2. Develop a plan of care by conducting home visits to assess client's needs and determine eligibility for services.
3. Maintain client files and document case activities in a timely manner.
4. Conduct reassessments for agency programs as required.
5. Attend community meetings and trainings as assigned.
6. Perform other duties as assigned.

#### **Qualifications**

1. Bachelor's Degree from an accredited college or university required with preferred degree in Social Work, Psychology or a related field
2. Minimum of one year's experience in the social service field, preferably working with the elderly.
3. Fluent in Spanish required.