



## **Full-time Caseworker – Home-Delivered Meals Job Posting – August 14, 2015**

### **REPORTS TO**

Social Services Manager

### **POSITION SUMMARY**

Under the supervision of the Social Services Manager, the position will provide a coordinated, customized plan of meal delivery to frail, at-risk older adults (age 60 and older) within the prescribed service area. The ultimate goal of this position is to help improve independence and well-being among older adults in Sacramento and West Placer Counties.

### **JOB RESPONSIBILITIES**

- Conduct client-specific assessment of needs (through assessments), identify challenges, and develop a care plan to address unmet needs by providing information and referrals.
- Screen incoming home-delivered meals referrals to determine eligibility, conduct home assessment, and arrange meal service when appropriate.
- Maintain a caseload of up to 350 participants and complete at least 4 assessments alternating home visits and telephone calls annually with each participant in order to monitor and evaluate the effects of services provided.
- Arrange and coordinate a network of supportive services (formal and informal) that assist participants in meeting their needs.
- Maintain required participant records and monthly reports pursuant to department, agency, local, State and Federal requirements including mandated reporting responsibilities. As a mandated reporter for elder abuse, this position must report any suspicious circumstances or suspected abuse to Adult Protective Services.
- Assist in developing community resources and maintaining a current directory of services pertinent to the needs of frail, at-risk older adults age 60 and older.
- Represent the agency at county and agency meetings at the discretion of the Social Services Manager.
- Participate in scheduled Case Conference meetings to review participant concerns/issues/goals. Participate in scheduled in-services, monthly team meetings and other meetings as requested.
- Conduct outreach activities in assigned caseload area in order to inform and educate the general community about the home-delivered meals program and other MoW services and programs.
- Assist with the training of new Caseworkers, interns, and volunteers.
- Maintain assigned vehicle(s) according to vehicle fleet procedures. Conduct and record vehicle maintenance inspections and assist in the proper maintenance of assigned vehicle(s).
- On occasion, deliver meals to new clients or clients in dire need.
- Demonstrate professionalism and work effectively and cordially with others at all times.
- May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stopping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.

- Demonstrate compliance with MoW policies, procedures and standards.
- Perform other tasks and duties as assigned.

### **POSITION REQUIREMENTS**

- Bachelors Degree in Social Work, Human Services, Sociology, Psychology or other related social services field required. Four years of paid related work experience can be used in lieu of the Bachelors Degree requirement.
- Ability to maintain professional and confidential standards in client business-related activities required.
- Ability to communicate effectively, both verbally and in writing with participants, family and caregivers required. Appropriate interpersonal skills required.
- Ability to develop professional, cooperative working relationships with community resources, participants, informal support sources, other employees and volunteers required.
- Prior experience working with older adults preferred. Knowledge of the needs and issues related to the elderly preferred.
- Ability to prioritize work tasks and to be flexible when a shift in priorities is necessary.
- Ability to work with diverse language and ethnic populations
- Must possess basic computer skills, including the use of computer mapping programs and be able to input participant information into a database
- Must have a valid “class C” California Drivers License and a clear driving record. Must maintain driving record in good standing.

Meals on Wheels by ACC provides excellent benefits, including health insurance (100% of cost covered by company for employee only coverage for Kaiser HMO, Delta Dental and VSP); buy-up plan option with Western Health Advantage medical insurance; paid time off (vacation, holiday, sick time); 403(b) Retirement Savings Plan.

To apply, send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: Lenise Curtis, or email to [Twaterford@accsv.org](mailto:Twaterford@accsv.org). Please visit [www.mowsac.org](http://www.mowsac.org) for further information regarding Meals on Wheels by ACC. Equal Opportunity Employer. All applications accepted until position is filled.