



JOB DESCRIPTION

POSITION: Bilingual Social Worker

DEPARTMENT: Seniors Services

REPORT TO: Managing Director

SALARY RANGE: \$42,000-\$44,000

START DATE: May 2017

JOB SUMMARY: To ensure that our seniors from Senior Housing and BEST/NORC program can lead independent, healthy and active lives within their community by providing a safe, healthy, and friendly living environment; responding to the cultural and developmental needs; and providing services that improve the quality of life for all seniors.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Master in Social Work Required
- Trilingual: English/Mandarin/Cantonese, some Spanish conversation a plus
- Previous experience working with Chinese population
- Excellent communication and organization skills
- Writing skills in Chinese & English

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Senior Housing

- Conduct biopsychosocial assessments that includes mental health screening to identify emerging physical and psychosocial needs
- Provide case management and case assistance for residents, as needed/
- Provide additional supportive services that include individual supportive counseling, family counseling, collateral sessions, home visits, and crisis intervention.
- Plan and implement the following activities:
 - Social: birthday celebrations; bingo; Mahjong; etc.
 - Cultural: Moon Festival; Lunar Chinese New Year; Dragon Boat Festival; Christmas and Three Kings; Mother's Day; Thanksgiving; etc.
 - Recreational and educational activities: Arts & Craft; Computer Club; Newspaper Club; Intergenerational activities; etc.

- Health workshops: Nutrition; Blood Pressure Screenings; Emergency Preparedness (ie fire safety); etc.
- Recruit and support a cohort of senior volunteers that will assist in planning and organizing program activities
- Supervise social work intern
- Work in collaboration with the property manager and custodian to ensure that residents are able to abide by HUD regulations
- Work in collaboration with the property manager to schedule and facilitate regular tenant meetings
- Work in collaboration with community partners to extend the services
- Maintain documentation according to GSS and funder's request.
 - Maintain monthly log of program services.
 - Maintain case files with up-to-date client information.

BEST/NORC program

- Provide social services to the Chinse residents at the NORC that will allow them to age in their home. Specific services will include:
 - Conduct biopsychosocial assessments for Chinese residents that includes mental health screening to identify emerging physical and psychosocial needs
 - Provide case management and case assistance for NORC program participants.
 - Provide additional supportive services that include individual supportive counseling, family counseling, collateral sessions, home visits, and crisis intervention.
- Plan and implement the following activities:
 - Social: Chinese bingo; Mahjong; etc.
 - Cultural: Moon Festival; Lunar Chinese New Year; Dragon Boat Festival; etc.
 - Health workshops: Nutrition; Blood Pressure Screenings; Emergency Preparedness (ie fire safety); Asian Friends, etc.
- Assist in translating flyers and calendars for the NORC as needed
- Recruit and support a cohort of Chinese senior volunteers that will assist in planning and organizing program activities
- Maintain documentation according to GSS and funder's request.
 - Maintain monthly log of program services.
 - Maintain case files with up-to-date client information.

Send resume to wchin-ma@grandsettlement.org