

JOB VACANCY NOTICE

POSITION TITLE

- ELDER JUSTICE ASSISTANT PROGRAM DIRECTOR
- FULL TIME (35 hrs/week Mon-Fri 9am-5pm; in-office)

POSITION DESCRIPTION

Assist the Program Director with ongoing program development and outreach as well as provide supervision to Elder Abuse staff.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO

- Provide direct supervision to elder abuse staff, as assigned.
- Assist Program Director with ongoing development and evaluation of education and training programs.
- Assist Program Director in networking with local providers and organizations in order to establish and maintain effective referral linkages.
- Obtain intake information on all individuals where elder abuse is suspected or identified.
- Conduct individual assessment at client's home, by office visits or by telephone to assess client needs.
- Develop comprehensive case plan with client for services.
- Provide counseling, case assistance, advocacy, information and referral as needed.
- Identify community resources available to meet service needs of elder abuse victims.
- Assist with special projects.
- Maintain case records on all clients and complete necessary statistical documentation.
- Compile statistics on referrals and services.
- Maintain working relationship with the police and community service providers.
- May occasionally be required to work evening/weekend events.
- Know overall agency goals and programs.
- Participate agency staff training programs as requested.
- Participate in community education activities as requested.
- Assist with other program activities as assigned.

EXPERIENCE AND QUALIFICATIONS

MSW, MS, MA level education is required.

2+ years of experience in direct service to older adult clients is preferred.

Knowledge of Staten Island desirable.

Experience working with Elder Abuse/Domestic Violence a plus.

Car required.

Bilingual in Spanish or other language preferred.

SALARY RANGE

\$62,000-\$63,000

COVID-19 considerations

Community Agency for Senior Citizens is observing the mandated COVID-Safe Requirements for NYC Contracted Organizations.

Please Submit Cover Letter and Resume to:

Jobs@cascsiny.org

Subject line: Elder Abuse Program Case Worker

WE ARE AN EQUAL OPPORTUNITY EMPLOYER M/F