

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem.

Position: NORC Social Worker
Department: Senior Services
Reports to: NORC Director
Hours: Part-Time, 21 hours
FLSA: Non-Exempt
Reviewed: 2/28/18

Position Summary:

The NORC Social Worker is responsible for providing supportive counselling and case management services to residents age 60+ of the Franklin Plaza Apartments.

Responsibilities:

- Provide case management services to NORC participants via home and office visits. Conduct comprehensive needs assessments and develop and implement care plans based on identified needs. Conduct regular follow-up to ensure that participants' needs are being met. Meet with family members, caregivers, and others who play a key role in the participants' lives as dictated by the care plan. Provide short-term case assistance as indicated.
- Meet contractual obligations related to service units of case management and case assistance.
- Identify appropriate resources to respond to participant needs and make any referrals necessary to implement care plans. Provide follow-up with clients and collateral contacts as indicated.
- Input data into the Department For The Aging database and maintain comprehensive electronic and paper case files, including intakes, care plans, case progress notes, event participation, and units of service provided, as well as any important documents.
- Plan and assist at special events for NORC participants, such as parties, concerts, and trips.
- Perform outreach to potential participants via telephone contact and other means. Inform Franklin Plaza residents about NORC activities and connect residents with NORC services and activities

Qualifications:

- Master's Degree in Social Work.
- Demonstrated experience with aging populations preferred.
- Demonstrated experience with working as a member of an interdisciplinary team.

- Excellent organizational, verbal, written, and interpersonal skills.
- Strong problem solving skills.
- Excellent computer skills.
- Knowledge of East Harlem community and health/service networks and resources in East Harlem a plus.
- Bilingual (English/Spanish or English/Chinese) preferred.

To Apply:

Please send Cover Letter and Resume to: Jobs@unionsettlement.org. Please indicate NORC Social Worker in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER