



## JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, citywide Caregiver Services Program supports caregivers of adults over the age of 60 throughout the five boroughs of New York City with a focus on providing language-appropriate and culturally sensitive services to members of the Asian-American Community. The program provides direct services to caregivers, offering supportive counseling, information and referral and assistance with benefits and entitlements; the program conducts extensive outreach and provides limited respite and supplemental assistance services.

The Geriatric Care Specialist is an integral part of the team, assessing the needs of the caregiver/care receiver, developing and implementing care plans, arranging supplemental and respite services and providing the individual and group supportive counseling to caregivers in both the Manhattan and Queens' office facilities. The position reports to the Director of Caregiver Services.

### Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree required in social work, psychology, counseling or gerontology with four years or more of casework/direct practice experience. Master's level degree preferred Degree required
- Strong commitment to mission of the Caregivers Program
- Nonjudgmental, socially perceptive, empathic and a good listener
- Demonstrated knowledge of social theories, practices, guidelines and core competencies of social work profession
- Highly organized and detail oriented; able to plan, manage and successfully complete multiple concurrent projects, frequently with short deadlines
- Ability to handle complex and difficult situations in a professional manner. Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to develop collaborative relationships with professional staff and community groups
- Excellent verbal and written communication skills
- Excellent computer skills required including experience with data management systems and willingness to learn other programs as required. Experience with STARS desirable
- Understanding and appreciation of the role, religion, ethnicity, sexual preference and individual values as it relates to serving clients and their families. Commitment to diversity and ability to work with diverse population of seniors, volunteers and staff
- Bilingual required; English/Korean, English/Cantonese, English/Hindi or English/Urdu preferred

### Responsibilities:

#### Program

- Conducting intake, assessment and developing a care plan in collaboration with caregiver/care receiver
- Conducting in-home assessment of care receiver to determine ADL eligibility
- Referring to appropriate services as indicated; assist with applying for benefits as indicated

- Working with team, community partners and seniors/families to implement plan of care
- Ensure that annual contractual goals, assessments, required number of service units are attained and that case notes and units adhere to guidelines and standards of contracting agencies, funding sources and professional standards
- Maintain accurate client records, both written and electronic and enter into client data base(s) in a timely manner
- Assure maintenance of client confidentiality
- Assist in the planning and implementation of educational workshops, support groups, etc.
- Implement and coordinate supplemental services and respite services as determined by the assessment and care plan
- Participate in case conferences, staff meetings and training sessions
- Other duties as determined by Director of Caregiver Services and required by funding sources

Community Outreach and Partnerships/Collaborations

- Work with Director and team to maintain and expand existing community partnerships by being active and visible in the community and working closely with other professional, civic and private organizations as indicated
- Develop, maintain and expand positive relationships with key stakeholders and community partners to support mission of the organization and requirements of the funding source(s)
- Participate in outreach activities as indicated by Director of Caregiver Services

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Saturday, 35 hours per week; flexible hours  
To Apply: Submit cover letter and resume to:  
 Fax: 212-349-2793  
 Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: August 2, 2019

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**