



## JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, the NORC (Naturally Occurring Retirement Community) is a partnership of social service provider, the housing partner (Knickerbocker Village), a health care partner, and the seniors. Beyond these core partners, the NORC brings together community resources, develops, maintains and expands partnerships to provide the supportive environment and services allowing those residing in the complex, age 60 and over, to be able to age in place and remain active and engaged members of the community for as long as possible.

The Outreach Worker will provide Case work, counseling and service coordination for clients of KV NORC SSP as well as act as an outreach coordinator in marketing and raising awareness of KV NORC SSP within the community through promotion and special events. This position reports to the Director of Knickerbocker Village NORC.

### **Minimum Qualifications:**

- Bachelor's Degree plus two years minimum experience work with seniors
- 2 years of experience in events planning and promotion
- Enjoy working with seniors
- Computer skills
- Bilingual: Chinese & English

### **Responsibilities:**

#### *Provide case work services in English and Chinese*

- Information and referral
- Financial long term planning
- Counseling
- Benefits and entitlement assistance
- Develop and maintain care plans
- Coordinate services
- Assist with activity and event programming
- Assist with meal programs and volunteers
- Assist with annual events including but not limited Health Fair and Flea Market
- Provide home visits as appropriate
- Participate in staff meetings and case coordination conferences
- Participate in NY SOFA, agency and other trainings as necessary and appropriate
- Supervise Title V workers
- Assist in overseeing interns
- Events planning for all parties and special events
- Provide community outreach by scheduling programs and establishing community services
- Act as Liaison between KV management and KV senior community regarding upcoming events
- Lead education recreation groups
- Work with different organizations to create partnerships in the community

- Contribute to the attainment of member growth goals

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Friday, 9:00AM to 4:00PM, 30 hours per week  
To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: October 22, 2020 Application Deadline: Until filled

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