



## JOB ANNOUNCEMENT

**Synopsis:** Make a difference in the lives of older New Yorkers, their caregivers, and the community. This full-time/part-time Case Assistant position is a wonderful opportunity for someone who is interested in helping to launch a newly funded program serving informal caregivers and their loved ones, primarily in Manhattan, while gaining social work skills.

**Organizational Background:** Hamilton-Madison house has been serving the residents of Manhattan's Lower East Side since 1898, with offices located throughout Chinatown and the Lower East Side, Two Bridges neighborhoods. We foster the wellbeing of vulnerable populations including the elderly, children, the ill and handicapped, new immigrants, refugees and the unemployed by delivering critical, timely and culturally appropriate services for all stages of life.

**Summary of Position:** Hamilton-Madison House's new Caregiver Support Program serves informal/unpaid caregivers of older adults, and their loved ones, throughout Manhattan's community districts 1-7, comprising all of Manhattan below 59<sup>th</sup> Street and the west side of Manhattan to the northern tip of Central Park. Case Assistants conduct telephone intakes and in-person assessments, screen clients for eligibility and assist them in applying for benefits and entitlements, provide information and referral services, and assist MSW staff in developing and implementing client care plans, caregiver training, and support groups. This is a great opportunity for someone who has an interest in working with the elderly and in developing social work skills. Bi-lingual/cultural competency in Spanish is an asset. This is an exempt position. Some evening and weekend hours are required.

### Minimum Qualifications:

- Bachelor's Degree in Social Work or related field
- Excellent communication skills, including telephone skills, and the ability to develop and maintain interpersonal relationships
- Awareness of types of benefits and entitlements and experience completing application forms
- Ability to travel on public transportation and climb stairs to conduct home visits and information sessions
- Basic computer literacy and Microsoft Windows and Microsoft Office
- Ability to work independently as well as on interdisciplinary teams

### Responsibilities:

- Maintain client caseload of ongoing and short-term clients
- Conduct telephone intake interviews
- Conduct home visits to assess client needs using standard assessment forms
- Use standard screening tools to assess clients for benefits/entitlements eligibility and assist them in completing and submitting forms, and following up to ensure benefits/entitlements are received
- Maintain case records on database including case notes and documentation of services provided
- Assist in developing and implementing caregiver training workshops to support caregivers in their role and help them maintain their own health and wellbeing
- Promote the organization and caregiver program through outreach, participation in community events, and representing the organization to the public

- Participate in interdisciplinary team case conferences and to determine and implement programming to benefit the Hamilton-Madison House's overall caregiver services department

Compensation: Commensurate with qualifications and experience

Hours: Monday to Saturday, 35 hours per week; some evening and weekend hours

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: December 24, 2019

Application Deadline: Until filled

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