

## Job Announcement

### Social Worker

#### Qualifications

Education: Masters in Social Work (MSW)

Experience: Three years' experience in a social service or human service field preferably the geriatric population; social services, senior benefits and client relations. Two years supervisory/administrative experience.

Skills: Knowledge of social service components for adults 60 years of age and older. Knowledge of computer systems and software; Windows, Microsoft Word and Excel. Ability to communicate effectively orally and in writing to other team members, community agencies, and clients with diverse opinions, background.

#### Responsibilities:

- Manages the day to day operations of the Caregiver Support Services, Respite program, Emergency Food and Shelter program, NORC program
- Organizes, manages and evaluates multiple services and programs
- Supervises programmatic staff to insure a variety of quality programs and activities are offered.
- Works to reach and maintain the required units of service for all contractual agreements and grants.
- Develops and maintains working relationships with social service agencies to ensure exchange of needed services when required.
- Prepares and submits reports required and/or requested by funders and government in a timely manner.
- Prepares reports for the Executive Director as required.
- Codes expenses for the program in the agency's accounts payable system.
- Have an understanding of program budgets and oversee program expenses for the program.
- Develops and maintain resources for participant referrals.
- Coordinates agency wide outreach event with staff and volunteers
- Provides case assistance to T. Jackson Adult Center members
- Ensures that acceptable social work practices are followed
- Attends JSPOA board meetings and work with board committees, when necessary
- Participates in community, City and State activities as necessary

The **Jamaica Service for Older Adults, Inc., (JSPOA)**, is a human service agency servicing elders and their families. Social Worker, reports to the Associate Executive Director and is responsible monitoring the services provided to the caregivers of Alzheimer's patients within the agencies senior adult centers and through the catchment communities. The CSS will assist the Associate Director of Social Services DFTA funded program and work with them to ensure contract compliance and quality services.

Please forward resume and salary requirements to:

[employment@jspoa.org](mailto:employment@jspoa.org) or  
fax resume to Human Resources Department @ 718-657-6756