

## **JOB POSTING**

### **Saint Paul's Elder Outreach Program Position Description**

**Title: Outreach Worker:** 20 hours/week

Under the supervision of the Program Director of St. Paul's Elder Outreach Program, provide direct services to elders and their families, as well as outreach and education through various methods.

#### **Direct Service:**

- To provide information, referral and follow-up after identifying and assessing client needs, and determining resources available to meet those needs.
- To advocate and intervene on behalf of clients to help ensure they have access to needed services, resources or facilities (public or private).
- To accept referrals from the community (e.g. agencies, families, elders themselves), as well as from senior center staff.
- Act as a mandated reporter of elder abuse, filing verbal and written reports as required.
- To coordinate case conferences with client advocate,
- To protect client confidentiality per applicable regulations.
- To conduct home visits.

#### **Community Service:**

- To facilitate outreach of Worcester's diverse elder population.
- To make educational presentations regarding elder services and issues to various groups of professionals and/or consumers.
- To attend community events and/or health fairs to disseminate information regarding elder services and issues.

#### **Administration:**

- To maintain and organize the database and accompanying statistics generated by information received, including but not limited to reports from the Worcester Police Dept.
- To maintain case records on all clients assisted.

## **BACKGROUND REQUIRED**

**Minimum:** Bachelor's Degree in Social Work or related field, with at least two years relevant experience, OR at least three years equivalent experience.

**Preferred:** Bachelor's Degree in Social Work or related field, with at least two years experience in elder service provision and/or administration and/or supervision. Knowledge of Worcester's elder service network and/or experience working with Worcester's minority population.

## **REQUIRED KNOWLEDGES, SKILLS and ABILITIES**

- Excellent written and verbal communication skills, particularly phone skills and an ability to work well with people of all backgrounds;
- Strong organizational skills;
- Strong computer literacy, in Word, and Access;
- Have an interest and sensitivity toward working with elders.

**SEND LETTER AND RESUME BY DECEMBER 1<sup>ST</sup> TO: Program Director, St. Paul's Elder Outreach, 19 Chatham St., Worcester, MA 01609**