

## POSITION ANNOUNCEMENT

- POSITION TITLE:** Social Worker, Part-Time
- AGENCY:** Peninsula Volunteers, Inc. develops and administers programs for the aging population of the mid-peninsula region. It is a private, nonprofit, tax-exempt agency supported by special fundraising events, foundation and public grants, government, fees for services, individuals and businesses.
- PROGRAM:** Peninsula Volunteers Rosener House Adult Day Services  
500 Arbor Rd., Menlo Park, CA
- POSITION:** Provide intake assessments and care management services for a therapeutic day program. The day program serves older adults who are physically, cognitively, and/or emotionally impaired. The social workers work with and refer families to appropriate community resources and services in order to enhance the participant's life and ease the family's stress of caregiving.
- REQUIREMENTS:**
- Master's degree in social work/counseling preferred.
  - Minimum two years of experience working with older adults and/or people with disabilities.
  - Knowledge of family caregiver issues, Alzheimer's disease, community resources.
  - Maintain confidentiality.
  - California Dept. of Justice and Social Services criminal record clearance required prior to employment.
  - Valid California Driver's License
  - Maintain a good driving safety record (verified by a DMV report at hire and at least yearly thereafter), a reliable vehicle, proof of liability insurance with a minimum of 100,000/300,000 coverage.
  - Proficient computer skills using Word, Excel, Outlook.
- ACCOUNTABILITY:** Reports to Director of Rosener House.
- DUTIES AND RESPONSIBILITIES:**
- Social Services**
- Provide intakes, assessments, care management, and referral to appropriate community services.
  - Provide individual and family counseling, develop and lead counseling sessions for participants and families.
  - Provide outreach into the community, including attendance at appropriate on-going meetings with various long-term care groups.
  - Facilitate caregiver/family member support groups.
  - Provide family consultation relating to long-term care needs and Rosener House participation.
  - Work collaboratively with lead Social Worker, Director, Family Services Manager, Program Manager, and Registered Nurse.
  - Participate in various Peninsula Volunteers sponsored community education events as appropriate (housing, health fairs, etc.)
  - Develop/maintain professional expertise through attendance at various

- community education and professional seminars.
- Participate in planning outreach and educational events.
- Contribute to outreach and fundraising materials.
- Participate in developing participant care plans and ongoing evaluations.
- Provide input for program development.
- Assist in overall participant supervision and assist participants with activities of daily living, if needed.
- Assist in training new staff members.
- Participate in weekly staff meetings and care coordination meetings.
- Conduct in-service training for staff members and volunteers as needed.

#### **Administrative**

- Maintain documentation of client case developments.
- Maintain files and submit reports to the county Area Agency on Aging, Dept. of Veterans Affairs, and other funding sources and contracts as required.
- Maintain files for the support group, inquiries, visitors, educational events, Open House, etc.
- Represent Rosener House at appropriate social service related meetings.
  
- Other duties as necessary.

#### **PHYSICAL REQUIREMENTS:**

Able to sit at desk using computer keyboard, viewing monitor and using telephone.

Able to do repetitive keyboard motion.

Ability to move around the Rosener House facility

Ability to attend off-site meetings and events

Ability to lift up to 15 lbs.

**WORK ENVIRONMENT:** Multi-purpose building and offices

**WORK STATUS:** Part time hourly position, 20 hours per week, flexible - generally 10:00 a.m.-2:00 p.m., Monday-Friday  
Occasional week-end or evening work.

**TO APPLY:** Send cover letter and resume to [jobs@penvol.org](mailto:jobs@penvol.org)  
For more information about Rosener House and Peninsula Volunteers, Inc.,  
See [www.penvol.org](http://www.penvol.org)