

THE NEIGHBORHOOD SELF HELP BY OLDER PERSONS PROJECT, INC.
953 SOUTHERN BOULEVARD Suite 203 BRONX, NEW YORK 10459-3477 (718) 542-0006

Position Available

Position: CASE MANAGEMENT PROGRAM, SOCIAL WORK TEAM LEADER	Salary: Full Time: 35 hour /week
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The purpose of **Neighborhood SHOPP Case Management Program** is to provide services to the frail elderly with long term care need who wish to remain in the community. The Case Management Program is a 100% DFTA-funded program and employment is contingent upon successful contract renewal. Utilizing a strength-based approach, Case Management objectives include: making an appropriate determination of client needs, strengths, abilities and interest; linking clients to services and resources in the community and monitoring and conducting reassessments to ensure appropriate service utilization.

Services to be Rendered:

The **Social Work Team Leader** is responsible for the following:

- Monitor screening of clients to ensure appropriate assessment of need and eligibility;
- Maintain caseload based on special needs of specific clients and provide clinical interventions as indicated;
- Conduct assessments, and reassessments, monitor adequacy of care plans and service delivery in a timely manner;
- Maintains complete and well-written documentation and case records;
- In conjunction with Program Director, authorize services and manage waiting lists;
- Communicate with referral sources and other community resources to ensure timely and appropriate service delivery;
- Actively assist in timely referral to other non-DFTA service providers to ensure conservation of limited resources.
- Provide Leadership and supervision to a team of case managers and direct service workers;
- Develop and maintain a team approach staffing structure focusing on collaboration, cooperation, and share staff roles and case assignments;
- Provide supervision during team meetings, individually and in partnership;
- Provide clinical oversight and assure that the team provides competent, respectful service and support to every case management client;
- Conduct and/or review annual performance evaluations;
- Development and approve work/off-site schedules; approve times sheets and petty cash;
- Assist Program Director with case record chart management and compliance;
- Provide field work instruction for social work students;
- Monitor case management goals and track outcomes;
- Manage service resources to maximize fair and equitable allocation;
- Maintain program records and reports required for documentation and statistical reporting for the funding sources;
- Conduct outreach, informational and program presentations to community groups; represent SHOPP at interagency coalitions, professional venues;
- Maintain and update agency's Resource Directory; provide information and referral to other appropriate agencies and identify community resources for consultation and referral;
- Participate in the planning and implementation of staff meetings, staff trainings, and staff development;
- Assist with community public relations and promotion of SHOPP and SHOPP events.

Minimum Qualifications:

The position requires a Master's Degree in Social Work from an accredited school and experience in a social service setting. Knowledge of, and clinical experience with the older adult population and community-based case management case management services are also required. Essential competencies, knowledge and skills in communication, problem-solving, and team-building and a dedication to empowerment and strengths-based social work practice. Bi-lingual skills in Spanish is helpful.

Neighborhood Self Help by Older Persons Project (SHOPP) is a non-profit social services agency located in the Bronx serving minority older adults. SHOPP's mission is based on the philosophy of self help. We believe that older people are capable of helping themselves and helping others improve their capacity to deal with the physical, emotional, social, and financial challenges they face as they age.

SHOPP has several components which include: the Senior Network Group Work Program; the SNAP Case Assistance Program; the VIP Crime Victims and Elder Abuse VIP Program; New York Connects of the Bronx, the Healthy Living / Proyecto Salud Wellness Program; the Neighborhood SHOPP Casa Boricua, Leon and Guess Senior Centers, SHOPP CMP Case Management Program, Lafayette Estates NORC Program and Transportation Services.

To apply for this position, email or FAX resume and cover letter to:

kmartinez@nshopp.org ATTN: Katherine Martinez, Neighborhood SHOPP fax # 718 542-0944

EQUAL OPPORTUNITY EMPLOYER