

USC Leonard Davis School of Gerontology

Job Posting: El Centro de Accion Social December 7, 2006

Job Position: Senior Citizen's Network Coordinator (full time)

Reports to: Executive Director

Mission Statement:

El Centro de Accion Social is dedicated to providing opportunities for low income individuals and families to become self sufficient and to providing culturally sensitive programs to those in need of services, especially in the Spanish-speaking population of the Greater Pasadena area/ San Gabriel Valley area.

Job Duties:

Senior Citizen's Network Coordinator:

- Conducts "Health Intake" interview for all potential program participants to assess their health status and case management needs.
- Coordinates health workshop series: Kaiser Healthier Living, Huntington Memorial workshops, UCLA Research Project, and other community conferences and workshops offered to senior citizens.
- Coordinates and implements computer classes for program participants to learn how to use internet, send e-mails, and do health related searches.
- Supervises ESL & U.S. citizenship classes offered to senior citizens.
- Recruits bilingual counselors and volunteers from various universities and senior citizen related institutions. Assist in acquiring additional resources for program.
- Facilitates and creates an extensive network of client access to community resources, including locating relevant mental health services, nutritional resources, and general health specialists.
- Assists senior citizens in developing goals and determining areas of need, and assists in developing treatment plans, which are assessed regularly; conducts assessment relating to general well being and determines required level and frequency of services.
- Documents all senior citizen home visits; maintains comprehensive client files at the El Centro de Accion Social offices and satellite site (Villa Parke Community Center).
- Maintains statistics and submits monthly report to City of Pasadena (Community Development Block Grant - CDBG).
- Coordinates and implements educational/health related field trips for senior citizens.

Miscellaneous Duties:

- Assists with cultural events, fundraising activities, and other duties as assigned.
- On occasion, recruit and supervise volunteers for the Senior Citizen Network program.
- Other duties as assigned by Supervisor.

Qualifications:

- Bachelor of Arts degree. Major can be in sociology, psychology or other social sciences related fields.
- Bilingual (Fluency in English & Spanish required)
- Passion and cultural sensitivity towards senior citizens
- Excellent written and oral communication skills
- Must have own transportation, valid CA drivers license, and auto insurance
- Strong community organizing and program development skills
- Experience in program evaluation and assessment
- Some case management experience

Contact:

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