

USC Leonard Davis School of Gerontology

**Job Posting: City Of Alhambra
March 3, 2006**

Job Position: Case Worker (part time)

Position Summary:

Under general supervision of the Case Management Project Supervisor, the position assists with all aspects identifies the functional and other limitations that impede independent living; is responsible for delivering all care management services. Compensation is \$16.87 to \$20.50 per hour. This position will work a maximum of 32 hours per week and does not receive any benefits.

Summary of duties:

Performs and conducts intake screening and comprehensive assessment of elderly clients' psychosocial and health needs; individualized care planning to include the client and significant others whenever possible; service authorization/arrangement through coordination with local agencies; periodic monitoring of services provided; collects and organizes accurate and proper documentation on individual case client; maintains confidentiality of client, statistical reports and record keeping as required by the City and Los Angeles County Area Agency on Aging; develops strong professional working relationships with existing state, county and local agencies, health care professionals and community organizations who provide services for the elderly; participates directly in periodic case reviews of representative and difficult clients; attends regular Project staff and Senior Services meetings as well as those in the community; participates in the planning and implication of community awareness and promotional activities and in the development and distribution of marketing materials; attends Case Management Advisory Board meetings working with members on fundraising and community awareness projects; coordinates provisions of services with other departments/ divisions; utilizes an accurate and updated Information and Referral Directory as well as other resource information to refer inappropriate clients to the other agencies and services; works well with other City departments.

Qualifications:

Experience/Education:

Bachelor's degree from an accredited college or university is required in social services, human services or gerontology with one year responsible experience in care/case management with older adults in a social service agency setting and experience in relating to elderly clientele on a one-to-one basis.

Knowledge, skills and abilities:

Knowledge of: Human behavior and the aging process; community resources and available funding sources; quality of services recommended; social and health intervention techniques;

mental and physical problems affecting the frail elderly; the capabilities and limitations of older adults.

Ability to:

Treat clients, family members, service providers and co-workers with respect and dignity; communicate effectively with clients, family members, service providers and co-workers both orally and in writing; keep detailed and confidential client record; deal effectively with all levels of staff, other City Departments, individuals in local community agencies and organizations, health care professionals and the public. Possession of a California Driver's License. *Fluency in Spanish and/or Chinese (Mandarin/Cantonese) is highly desirable.*

Selection Process:

Applicants must submit a completed City of Alhambra Employment Application form prior to the final filling date. The examination process will include application screening and an oral interview. Those applicants whose qualifications most closely relate to the functions of the position, will be invited to the oral interview. The time and date of the oral interview will be announced.

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as part of the selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

Contact:

Applications are available in Alhambra City Hall-Personnel Department-111 S. First Street-Alhambra, CA 91801, or call the 24 hour job line at (626) 570-3295.

Filing Period:

February 2, 2006 to March 3, 2006 at 4:30 p.m. No facsimiles or Postmarks accepted.