

USC Leonard Davis School of Gerontology

**Job Posting: Institute on Aging
March 3, 2006**

Job Position: Social Work Assistant (part time)

Organizational Overview:

One of the most respected senior services agencies in Northern California since 1985, the Institute on Aging fulfills its mission to "assure that people, as they age, be as healthy and independent as possible" by providing innovative programs in health, social services, creative arts, spiritual healing, education, and research. We are committed to providing excellent client care and customer service to the people we serve and the communities in which we live and work. We are an EEO employer.

Position Summary:

We are seeking a regular part-time Social Work Assistant for our adult day services programs. Duties to be performed will include but are not limited to the following:

- Provides individual and family counseling to the participant and his/her family as needed and/or as prescribed in the treatment plan;
- Serves as liaison between the participant and other involved agencies, such as Department of Social Services and Social Security Administration;
- Functions as part of an interdisciplinary team. Attends and actively participates in team meetings;
- Under the supervision of the Lead Social Worker, is responsible for completing all relevant documentation, including quarterly notes, reassessments and other paperwork as required;
- Acts as an advocate for the participants in obtaining necessary services.

We offer a competitive salary and benefits package: choice of three medical plans; dental; vision; life insurance; 403(b) retirement and pension plans.

Qualifications:

Qualified candidates will possess a Bachelor's degree in Social Work or related field. Desired background and experiences include the following:

- At least one year experience in a social service or health setting;
- Interest in working with frail/memory impaired elders;
- Ability to work as part of an interdisciplinary team;
- Good working knowledge of computers;
- Interest and willingness to work in a multilingual, multicultural environment.

Contact:

Submit cover letter and resume to:

Address: Institute on Aging

3330 Geary Blvd

2nd Floor West

San Francisco CA 94118

(to the attention of Human Resources)

Fax: 415-750-4179

Email: jobs@ioaging.org (include "Social Work Assistant" in the subject line and indicate from which website or source you learned about this position)

We conduct background checks on all applicants we intend to hire.

We thank you for your interest in the Institute on Aging. But due to the high volume of applications, we are unable to respond to inquiries in person, over the phone, or via email. We review all resumes and will contact you if your experience and qualifications match our staffing needs. We wish you continued success in your job search.