Case Aide Worker

The House of Jacobs OA Center is seeking to hire a part-time Case Aide Worker in Bensonhurst, Brooklyn.

Schedule:

20hr/ per week

Pay/Salary:

$20 per/her

Job Description:

Case assistance to our older adults so they may obtain appropriate services, benefits, and other resources to address identified physical, emotional, financial, psychological, and other needs. Required one year as an Aging Case Aide; two years of public contact work, including one year in a human services program; or an equivalent combination of experience and training.

Responsibilities:

• Low-level information and resolutions (e.g., letters to landlords or superintendents and follow-up);

• Referrals to other providers for more intensive issues that require longer-term casework, and those in need of advocacy are referred to resources within the community;

• Will intervene, negotiate, and advocate on the members' behalf to ensure that they access and receive needed services and benefits;

• Will obtain written consent from members and will maintain each client's confidentiality;

• Responsible to documenting in STARS for each member's contacts, service plans, and outcomes;

• Help with outreach services and encourages participation at senior centers to utilize the center's activities and other services;

• Resolve complaints and conflicts of seniors attending the center; assist with coverage of the front desk during lunchtime and serving meals as needed;

• Answering the telephone, directing calls, and other duties as needed.
Qualifications:

• Computer skills (Taking notes)
• Speaks Cantonese or Mandarin
• Outgoing
• Reliable

Benefits:

• Vacation comp.
• Paid Holidays