

Wood County Committee on Aging, Inc. Position Description

Position: Social Services Specialist

Index Number: 302

Reports to: Director of Social Services

Purpose: Assist the Director of Social Services to provide, promote and coordinate a comprehensive system of services for older adults in Wood County to enable them to remain independent for as long as possible.

Responsibilities to include:

1. Provide information and referral assistance to clients, family members, caregivers and the general public. Maintain documentation of client contacts for submission to the Director of Social Services.
2. Assist with the development, facilitation and/or monitoring of health screenings, educational programs, support groups, health fairs, etc.
3. Provide direct services within scope of practice.
4. Assist the Director of Social Services with the compilation and completion of Department reports.
5. Schedule visits to the sites, as needed, to assist participants regarding services.
6. Maintain current information regarding community resources.
7. Supervise Social Services personnel, as delegated.
8. Intake, review and follow-up of Home Delivered Meal Assessments with entry into MySeniorCenter database, as needed.
9. Provide educational component to student interns as assigned.
10. Develop, edit and/or submit articles for the monthly newsletter for review and processing by the Director of Social Services.
11. Serve as an advocate for older adults to community committees, agencies, and boards, as assigned.
12. Oversee the inventory, sanitation, and maintenance of durable medical equipment and related database.
13. Attend approved conferences and workshops for professional development.

14. Perform other duties as assigned.

Qualifications and Essential Skills

Education requirements: Bachelor or Associate degree in Nursing, Social Work, Gerontology or related field. Requires professional credentials and/or current licensure of Registered Nurse or Licensed Social Worker, with work experience in geriatrics preferred.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Must be able to lift a minimum of 50 pounds consistently.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.