



Position Title: Older Adult Community Support Specialist

Position Summary: Provides community support services and aging supportive services for The Older Adults Program at Syntero. Promotes the aging-in-place/recovery/living-in-community treatment philosophy emphasizing independent living and functioning and linkage with community resources.

Qualifications

Education: Bachelor's degree in Social Work or a closely related mental health field from an accredited institution.

License: None required, LSW preferred

Experience: Minimum of one year social service experience. Prefer specialized experience with the aging population.

Skills:

- Strong communication/supportive counseling skills required including interviewing, assessment, conflict resolution skills; ability to relate well with clients, family members and other professionals.
- Requires access to or ownership of an automobile; a valid driver's license and appropriate insurance.

Performance Requirements:

- Uphold and follow the agency core values of integrity, empowerment, inclusivity and innovation in all aspects of the position.
- Create a welcoming, respectful, and safe environment.
- Share ideas and concerns in a constructive and respectful manner.
- Follow rules and requirements of all federal, state, local, and accrediting bodies.
- Perform community support/outreach services including:
 - Assessing client needs/strengths
 - Service planning
 - Assisting clients with daily living activities and/or arranging for such assistance
 - Linking clients with informal and formal sources of support and treatment and coordinating with these sources
 - Assisting clients with linkage to benefits and entitlements including advocacy for the client
 - Linking clients with health care/assessment providers including psychotropic medication resources and providing on-going monitoring/coordinating
 - Supportive counseling
 - Crisis intervention
 - Coordinating with family members and caregivers
- May provide consultation, education and liaison activities to individuals, and community groups and organizations.
- Provide services consistent with the "Code of Ethics" and "Scope of Clinical Practice" of the relevant licensing board.
- Maintain knowledge of community services and public benefits available for clients and their families. Maintain knowledge of professionals/others who are key sources of information about resources and benefits.
- Responsible for monitoring and meeting billable service requirements.
- Responsible for meeting all requirements for timely case record documentation and other required records and reports.
- Actively participate in all required clinical and administrative meetings.
- Maintain appropriate communication with collateral contacts internally and externally.
- Maintain a schedule of working hours that fulfills requirements, as approved by supervisor.
- Understand and follow agency policies and procedures including filing required incident reports and responding in a timely manner to agency quality improvement requirements.
- Obtain required client-signed forms and required client documentation to assure access to Syntero services.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Classification: Non-exempt

Hours Required: 40 hours/week

Location: Community-based

Supervised by: Older Adults Program Coordinator

Employee Signature

Date