

Job description: Social Worker, Bi-lingual

GENERAL:

The Alvin A. Dubin Alzheimer's Resource Center, Inc.'s mission is to provide education, information, and support to people with memory impairment, their families, and caregivers. The center offers a local call center along with a variety of programs aimed at providing health education, information & referrals, counseling, and crisis intervention for residents in southwest Florida.

- The Social Worker is responsible for providing assistance, guidance, and support in order to achieve the initiatives of the Dubin Center by being responsive to the needs of those being served, the team, and the community.
- The Social Worker must have the ability to effectively represent the Dubin Center within the community, and agencies and institutions working in the area of Alzheimer's disease and related disorders.
- The Social Worker is responsible for facilitating support group meetings at designated locations throughout southwest Florida (currently through zoom), meeting with caregivers and families to provide necessary assistance and support through resource referral and follow through.
- Responsible for reporting and recording all client and community activity daily in agency CRM tool.
- Working hours are generally 8:00 a.m. – 4:30 p.m.; Monday – Friday, however time worked is flexible with occasional work on evenings or weekends for special projects as needed. The Dubin Resource Center is opened during business hours Monday - Friday and primarily responds to situations only during those hours. In certain situations, programs and support group meetings are held during early evening hours.

QUALIFICATIONS:

The position of Social Worker requires a minimum of a four-year degree in social work. A minimum of 1-year relevant work experience with the aging population, caregivers and health professionals, in the field of dementia and Alzheimer's care, is required.

Prerequisites include the following:

- Excellent interpersonal, listening, verbal and written communication skills;
- Strong organizational skills;
- Group work skills and the ability to establish rapport with those served;
- Willingness and initiative to collaborate with other agencies, the community, and the Dubin Center team;
- Comfortable with public speaking;
- Motivated, self- starter and self-directed;

- Current driver's license and reliable transportation, with access to an automobile and required insurance coverage:
- Computer proficiency in MS Office applications (Excel, Word, Powerpoint, Teams and Outlook), Zoom and other CRM software as implemented.

DUTIES:

- Travel to and prepare group site and facilitate support group meetings throughout southwest Florida (currently via zoom). Group members include, but are not limited to Caregivers, family members, and others involved in the care of individuals with Alzheimer's disease and related disorders, as well as the loved ones with memory impairment.
- Schedule visits with caregivers, family members, and others involved in the care of individuals with memory impairment as necessary to offer resource referral assistance and support. Meetings may take place in the Center, at the home or office of the person in need of services, or at another designated location.
- The Social Worker will assist and provide supportive feedback, educational information, and resource referrals to individuals and families as they are faced with Alzheimer's and Dementia related issues via phone calls, emails, face to face meetings and via support group activities, in order to address their identified needs.
- Assess and address safety and risk concerns and develop safety and intervention plans accordingly.
- Document client and community agency contacts in agency customer relations management system in real time.
- Provide monthly reporting to the Executive Director and to the Board as requested.
- Attend and participate in committee, work group meetings, and outreach when requested by the Executive Director. Provide feedback and input relevant to social workers intervention in order to assist in assessing needs of the community, as well as revising, developing, and implementing programs.
- Work cooperatively with community agencies, in order to assist those served in effectively accessing resources.
- Professionally represent the Dubin Center in dealings with the public in matters concerning the Center and the programs and services offered.
- Administer memory screenings and make appropriate referrals accordingly.
- Willingness to become certified in new educational programming offered through the center as opportunities arise.
- Other duties as assigned.

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

Benefits: PTO, paid health insurance, dental, vision, life, retirement plan

Questions? Please contact info@dubincenter.com