



**Immediate Opening for  
Social Worker – Site Coordinator  
Berrellesa Palms**

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Reporting to the MSSP Social Work Care Manager, the Social Worker-Site Coordinator (SW/SC) provides services to the residents at the Berrellesa Palms housing development in Martinez. The SW/SC provides non-clinical case management and referral services for residents. Services include securing the full range of social services as needed by individual residents. The SW/SC works as a member of the CiA team to meet our mission to provide the services needed for frail elderly and disabled adults to remain independent and retain their dignity while engaging in an active social life.

**Essential Functions:**

1. Provide non-clinical case management and referral services for residents; including securing the full range of social services as needed by individual residents.
2. Maintain accurate and timely documentation on all resident demographics, issues, requests, statistics, incidents, interactions and outcomes.
3. Complete resident narratives daily and submit narratives to RCD/ CIA at the end of each month.
4. Complete tracking sheets daily to monitor where time is being allocated; forward weekly recap to CiA supervisor.
5. Educate residents on service availability, benefits and other application procedures, tenant rights, tools for healthy living and lease compliance.
6. Monitor, document and help residents prevent and manage cognitive, emotional, and physical health issues, including ADL limitations.
7. Conduct outreach and engagement, monitoring services provided
8. Schedule and conduct home visits when required.
9. Establish constructive relationships with residents and their families, community agencies, volunteer organizations, and company staff, especially those in property management.
10. Establish and coordinate outside resources which will provide weekly resident activities including social events, the food bank program and educational workshops.
11. Manage annual budget and monitor activity spending to ensure expenditures do not go over budgeted amount.
12. Shop for supplies for activities and submit receipts to Housing Administrator and complete petty cash reimbursement requests per program guidelines.
13. Keep track of food bank volunteer hours and submit food bank volunteer reports by the 5<sup>th</sup> of each month to the Food bank program.
14. Publish building activities and events through flyers, newsletters and a monthly calendar.
15. Coordinate transportation services for residents if needed.
16. Maintain client confidentiality with the resident population according to guidelines; accurately report incidents of abuse and neglect to Adult Protective Services in coordination with CiA supervisor.

**Typical Physical Demands:**

1. Requires prolonged sitting, some bending, stooping and stretching.
2. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, other office equipment and a motor vehicle.
3. Requires normal range of hearing, eyesight, and speech.
4. Requires excellent command of the English language to record, prepare, and communicate appropriate reports and to communicate with employees, outside agencies, and other necessary bodies face to face, by telephone, and by written communication.

**Typical Working Conditions:**

1. This job entails working in a typical office setting, driving, working in different environments such as but not limited to Adult Day Health Care sites.
2. On rare occasions, Choice in Aging may require some weekend or evening training and adjust your schedule to avoid a cost burden on the agency.
3. Occasional evening or weekend work is permitted if it does not exceed 40 hours in a week, 8 hours in a day or 6 days of work in a row.
4. Overtime will only be worked if approved in advance by the President & CEO.

**Job Specifics:**

**Hours:** 32 hours per week Monday through Friday.

**Applications:**

Please submit your cover letter and resume to:  
employment@choiceinaging.org  
or Fax to: 925-849-1784

**Please note:** The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position.

**No phone calls please.**

Visit [www.choiceinaging.org](http://www.choiceinaging.org) to learn more about Choice In Aging  
For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).  
Choice In Aging is an Equal Opportunity Employer