



Part-time Caseworker at Carter Burden Luncheon Club and Older Adult Center

Job Description

Carter Burden Network
New York, NY 10021
Mon, Tues, Thurs, Fri 10-1
Weds 9-3

\$19.44/hour

Carter Burden Network promotes the well-being of older adults 60 and older through a continuum of services, advocacy, arts and culture, health and wellness and volunteer programs, all oriented to individual, family and community needs. We are dedicated to supporting the efforts of older people to live safely and with dignity.

This position offers wonderful opportunity to assist and serve our Clients- a vibrant community of adults aged 60+ on Manhattan's Upper East Side.

Responsibilities include (but are not limited to):

- Perform referrals to relevant organizations and agencies in order to assist Clients in reducing food insecurity and improve overall quality of life. Act as a liason on behalf of our Clients.
- Input daily, detailed report and referral data into a specialized computer platform and run end of month reports (Peer Place/STARS)
- Maintain up-to-date client information and note changes/additions to individual client files
- Research, collect, share, and distribute information to our Clients regarding local and in-network events, workshops, and social opportunities.
- Accompany clients during off-site group trips/events when necessary.
- Understand the challenges of aging while helping to enlighten our Clients to the benefits of aging in New York City.
- Maintain a steady level of patience and professionalism in delicate situations/conversations with Clients.
- Exhibit positive interpersonal skills, an energetic spirit, empathy, and an absolute willingness to assist team members when needed.
- Assist/collaborate with CBLC Program Director in different ways to meet the needs of our clients through gathered information (essential health/wellness programming, client social opportunities etc.)

CBN offers employer paid Medical benefits and a generous PTO package.

To apply, please email your resume to Sharon Zeisel at zeisels@carterburdennetwork.org