



Position Title: Social Worker (MSW, LMSW or LCSW), Social Service Unit

Reports to: Director, Social Service Unit

Location: 415 East 73rd Street, New York, NY 10021

Catchment Area: 57th street to 96th Street, 5th Avenue to East River

Status: Full-Time, in-person

Annual Salary: \$55,000.00

About CBN: 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.

For further information about CBN, please visit www.carterburdennetwork.org

Carter Burden Network is partially funded by NYC Aging (formally NYC Department for the Aging)

Position Summary: The Social Worker will work closely with the Director, other Social Worker and Case Assistance Workers of the Social Service Unit. A significant component of the team's work is accepting referrals (by walk-in and appointment) for ambulatory and homebound older adults, conducting in-depth assessments for clients, developing tailored and comprehensive care plans, and providing assistance with identifying and applying for benefits and entitlements. In addition, referrals are provided for homecare services, meals on wheels, mental health support and additional services that maintain quality of life. Supervision is available towards clinical licensure hours.

Primary Responsibilities:

- Provide intake coverage as required
- Work with clients, families and caregivers to complete a comprehensive assessment, establish care plans and provide case assistance as needed
- Maintain an ongoing caseload through appropriate contact with clients through home visits, office visits and telephone
- Coordinate applications for entitlements and follow up regarding additional needed services
- Provide ongoing monitoring and reassessment of care with modifications in plan as indicated
- Refer clients for additional needed services as appropriate
- Provide supportive counseling in a way that will enable clients to maintain their independence and remain safely in the community
- Recruit clients and implement socialization groups based on perceived needs and interests
- Accept complex case assignments that require more intensive intervention
- Provide assistance to case worker and administrative staff regarding case assistance issues as requested
- Provide in-person case assistance and supportive counseling to clients at the Luncheon Club as requested
- Maintain accurate, timely/up-to date case records and complete statistics as required by NYC Aging
- Meet with Director once weekly for formal supervision and at other times as indicated
- Supervise a graduate level student after one year of hire or complete SIFI certification when appropriate
- Participate in all training as required by NYC Aging and attend trainings offered by other organizations as appropriate

- Maintain compliance with all NYC Aging regulations and protocol and assist Director in preparing for annual audits of Social Service charts and work
- Participate in outreach campaigns and help Director develop programs and activities for client populations (e.g. support groups)
- Participate in staff meetings, agency events and conferences
- Represent agency at meetings for information and/or trainings
- Exhibit awareness of agency and relevant community resources and effectively utilize both in the course of working with staff and clients
- Exhibit ability to incorporate Mission Statement philosophy in work with staff and clients
- Exhibit awareness of Social Work Code of Ethics
- Accept other assignments, as appropriate, to meet the needs of the program and individual clients

Required Qualifications:

- Masters degree in social work with NYS license or completion of license within 6 months of hire
- Affinity for working with an older adult population
- Passion and sensitivity for CBN's mission
- Strong written and verbal communication skills
- Strong time management skills
- Computer literacy required

CBN offers a generous benefits package for Full Time employees, which includes:

- Health and dental coverage with 100% employer-paid options
- Generous PTO including 15 vacation days, 4 personal days, and 10 sick days accrued annually, in addition to holidays
- Retirement plan with 3% employer contribution plus up to 2% match after one year of service

To apply: Please submit a cover letter and resume to nimmoj@carterburdennetwork.org

It is the policy of CBN to provide equal employment opportunity to qualified individuals for employment or advancement without discrimination because of race, color, religion, creed, political association, ancestry, gender, gender identity, sex, sexual orientation, marital status, domestic violence or stalking victim status, national origin, citizen, age, veteran status, pregnancy, handicap disability, genetic, genetic characteristics, or other protected status.