

Date Posted: 06/27/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Geriatric Care Specialist, Elder Care Counselor

Employer/Agency: Sheltering Arms Senior Services

Job Description: **JOB SUMMARY:**
Responsible for direct service to community-living elders and family caregivers

RESPONSIBILITIES:

1. Serves as geriatric care specialist for elders and family caregivers
2. Implements care management procedures:
 - a. Completes a comprehensive assessment
 - b. Establishes a relationship with clients
 - c. Develops a care plan
 - d. Mobilizes resources, makes referrals to other agencies and services; provides necessary follow-up and documents all activities.
3. Provides consultation to individuals and families for support and assistance
4. Prepares and submits required statistical reports of activities.
5. Participates in development and implementation of Agency's caregiver support initiative, leads caregiver groups, participates in development and delivery of presentations
6. Performs responsibilities of Elder Care Consultation and Referral
 - a. Provides telephone and/or office consultation
 - b. Provides current referral information
 - c. Maintains all client, resource, and provider records.
 - d. Documents all contacts and activities
 - e. Tracks and reports outputs and other data
 - f. Provides backup to other department

services as needed.

7. Attends agency conferences and meetings; participates training and seminars.
8. Maintains effective working relationship with agency personnel to achieve maximum team approach to service delivery.

Qualifications:

1. Bachelor's degree in human service field; Master's degree, Social Work, Texas license (LMSW), preferred.
2. Minimum three years experience providing services to the elderly.
3. Knowledge of age-related community resources.
4. Good computer skills: Word, Excel.
5. Excellent communication skills, written and verbal: interpersonal, organizational and public speaking skills:

Salary/Hours:

Salary DOE/Full-Time

Employer/Agency:

Sheltering Arms Senior Services

Address:

3838 Aberdeen Way

City, State, Zip:

Houston, TX 77025

Application Method:

Email resume to jobs@shelteringarms.org

Opening Date:

Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***