



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

**Reports to:** Director, Social Service Unit

**Location:** 415 East 73<sup>rd</sup> Street, New York, NY 10021

**Catchment Area:** 57<sup>th</sup> street to 96<sup>th</sup> Street, 5<sup>th</sup> 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](http://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](mailto: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.*



**Position Title:** Bilingual (English/Spanish) Social Worker (MSW, LMSW) CEMAPP-Elder Justice Unit

**Reports to:** Director, CEMAPP-Elder Justice Unit

**Unit Location:** 312 East 109<sup>th</sup> Street, New York NY 10029

**Catchment Area:** Borough of Manhattan, Community Districts 1-11 and Roosevelt Island

**Status:** Full-Time, in-person

**Annual Salary:** \$61,500

**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.carterburdenetwork.org](http://www.carterburdenetwork.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 fellow Social Workers and Intake Coordinator of the CEMAPP (Community Elder Mistreatment and Abuse Prevention) Program-Elder Justice Unit. A significant component of the team's work is accepting referrals (through community partners/agencies and walk ins) for older adults experiencing elder abuse from family/intimate partner relationships, conducting in-depth assessments for clients, developing tailored and comprehensive safety plans, and providing assistance connecting with community based agencies to assist with applying for benefits and entitlements. In addition, referrals are provided for mental health support and additional services that maintain quality of life.

**Primary Responsibilities:** Supportive counseling, safety planning, connection to mental health services, crisis intervention and referrals to community resources.

- Provide and establish safety plans following a comprehensive assessment
- Make home visits as needed
- Work with clients, families, caregivers and other professionals in coordinating the safety plans, and in determining goals clients have set for themselves
- Develop working plans with clients and families to stabilize crisis in potentially harmful situations with on-going monitoring as needed
- Evaluate client's need to receive available entitlements and benefits and refer to appropriate community resources to help them apply
- Maintain caseload of at minimum 38 clients
- Open on average 6 new clients per month or 72 new clients per year
- Provide 1400 hours per year of Case Assistance and Counseling
- Maintain accurate and up-to-date case records, prepare assessments and compile statistics as required
- Utilize DFTA STARS/Peer Place to enter client assessments and information
- Assist CEMAPP Director in developing and implementing outreach plans
- Work with CEMAPP Director in developing, scheduling and delivering 12 educational programs per year
- Represent agency and CEMAPP meetings for information and/or training
- Participate in staff meetings and in in-service training within the agencies
- Keep up-to-date on current trends in gerontology

- Exhibit awareness of agency and community resources and effectively utilize both in the course of working with client
- Incorporate Mission Statement philosophy in work with clients
- Accept other assignments, as appropriate, to meet the needs of the program and individual clients
- Ability to work well within the agency and engage appropriately with co-workers and administrative staff

**Required Qualifications:**

- Master's degree in social work with NYS license or completion of license within 1 year 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; **Fluency in Spanish (written/verbal) 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 [woodsm@carterburdennetwork.org](mailto:woodsm@carterburdennetwork.org)

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