

THE NEIGHBORHOOD SELF HELP BY OLDER PERSONS PROJECT, INC.
953 SOUTHERN BOULEVARD Suite 203 BRONX, NEW YORK 10459-3477 (718) 542-0006

Position Available

Position: CMP Intake Worker	Salary: 38,000 Full Time: 35 hour /week
<p>The purpose of the Neighborhood SHOPP Case Management Program is aimed at maintaining and assisting homebound older adults to live independently in the community and reducing social isolation. Services include identification of needs and capabilities through a comprehensive intake and assessment process, determination of eligibility of DFTA-funded in-home and social adult day services, home-delivered meals and other supportive services; monitoring, advocacy, and follow-up on referrals and service provision.</p> <p>At a minimum, intakes must (1) lay the groundwork for a trusting relationship with prospective client, (2) provide the client with accurate program information, (3) establish preliminary eligibility for the program in terms of functional and/or cognitive impairment, extent of unmet need, and ineligibility for other government programs, and (4) result in a decision about next steps.</p>	
<p>Services to be Rendered:</p> <p>The CMP Intake Worker is specifically responsible for the following:</p> <ul style="list-style-type: none">• Elicit and evaluate the client's presenting problem;• Determine program eligibility and appropriateness;• Prioritize intakes that present crisis and bringing the information to the attention of the Program Director;• Document the details of the preliminary screening in STARS and submit the intake for assignment;• Make necessary referrals via calls to vendors as well as through STARS;• Conduct the 24 hr./ 15 day follow up phone calls for the initial authorization of Home Delivered Meals;• Monitor the Queue daily for missed meals to monitor client's safety;• Comply with the DFTA Case Management Standards when interacting with consumers and performing other job functions;• Maintain and complete well written documentation in the clients' case records;• Complete worker logs/ daily units, and other administrative requirements;• Participate in SHOPP staff training programs, staff meetings, and other meetings as assigned;• Provide information and referral to other SHOPP programs and appropriate community agencies for resources and assistance;• Acquire and maintain thorough knowledge of long-term care programs to ensure appropriate information and referrals to community resources when a person is ineligible for SHOPP-CMP.	
<p>Minimum Qualifications: The Intake Worker will report directly to the Program Director. Bachelor's degree in relevant field required such as Social Work, Sociology, Psychology, Public Health etc. Must have excellent communication skills (written and oral). Bilingual fluency (English/Spanish) required due to population we serve.</p>	
<p>Neighborhood Self Help by Older Persons Project (SHOPP) is a non-profit social services agency located in the Bronx serving minority older adults. SHOPP's mission is based on the philosophy of self help. We believe that older people are capable of helping themselves and helping others improve their capacity to deal with the physical, emotional, social, and financial challenges they face as they age.</p> <p>SHOPP has several components which include: the Senior Network Group Work Program; the SNAP Case Assistance Program; the VIP Crime Victims and Elder Abuse VIP Program; New York Connects of the Bronx, the Neighborhood SHOPP Casa Boricua, Leon, Soundview and Guess Senior Centers, SHOPP Case Management Program, Lafayette Estates NORC Program and Caregivers Program.</p>	
<p style="text-align: center;">To apply for this position email resume and cover letter to:</p> <p style="text-align: center;">jobs@nshopp.org or send FAX to 347-862-6345</p> <p style="text-align: center;">ATTN: Tynisha Rodriguez, Deputy Director</p> <p style="text-align: center;">No Phone Calls Please</p> <p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p>	