

## **Aging Social Work Position**

- **Serve as Primary Seniors' Health Insurance Information Program (SHIIP) Coordinator** – complete online training to obtain SHIIP volunteer coordinator certification; field calls for Medicare/SHIIP help; schedule all SHIIP appointments and reserve counseling space for volunteers; schedule the quarterly volunteer trainings with the SHIIP field manager and reserve space; enter information into State's IT (STARS) system on monthly basis; attend annual SHIIP conference; promote SHIIP and EXTRA HELP program at health fairs and other events; assist in completion of 1 SHIIP and 2 MIPPA contracts on an annual basis; complete monthly, mid-year and annual SHIIP and MIPPA reports; and otherwise support this work.
- **Administer Emergency Assistance for WCSC** – follow written procedures for assisting adults aged 60 and older or caregivers aged 55 and older during times when they are at risk of failing to maintain a safe and healthy standard of independent living; check each time to insure the client has not been assisted in less than a year (rules allow COA to assist only once a year unless the client repays the amount within the year, then can receive another \$50 loan); verify with the COA Finance Officer the availability of emergency assistance funds; conduct interview and complete required paperwork in your office with the client; communicate with various utilities to pledge \$50 from COA on the client's behalf; enter client information on spreadsheet each time a client is given assistance.
- **Establish and facilitate Family Caregiver Support Group for WCSC** – attend facilitator training workshop at Dementia Alliance of NC; design and distribute survey on interest in support group and meeting times and days; establish regular meeting time for caregivers on the western side of the county; facilitate monthly caregivers' support meetings and line up speakers to present on as requested basis; send out email/postcards as monthly reminders of meeting; assist with support group at the Eastern Center when needed.
- **Assist with Caregiver Respite Program, including home visits** – field calls and enter in referral system any requests for caregiver help; complete phone interview for priority scale prior to arranging home visit; conduct home visit and complete paperwork for eligible caregiver respite clients; maintain files on individual respite clients for annual monitoring visits from Triangle J; record timesheets and complete Triangle J monthly reports associated with appropriate caregiver service codes; conduct survey of caregivers annually to assess their well-being and the impact of the program.
- **Offer Information and Assistance and Options Counseling** – take necessary training to become certified as an Options Counselor; take necessary training to renew certification every two years; assist clients needing options counseling and complete necessary paperwork; maintain files for individual options counseling clients for review by Triangle

J; complete monthly report for Triangle J; and otherwise be available to assist participants at the Western Center with questions and need for assistance.

- **Assist with teaching of Powerful Tools for Caregivers** – take necessary training to become a certified instructor of this evidence-based program; co-teach the class when needed; fill in for instructors in Chatham County when needed; assist in promoting the class offerings; complete required paperwork.
- **Oversee the maintenance of the Cleaners for Seniors list and Yard Workers list-** make sure the receptionists at both Centers have the latest lists and applications for both programs; field calls from those needing the list and those who want to be on the list; update the list as needed.
- **Assist with Aging Plan implementation** – serve on Care Services and Caregiving Implementation Team; attend meetings and help lead small strategy teams.
- **Establish program for Bookend Caregivers and Grandparents raising Grandchildren** – continue to reach out to those who may have already established programs; conduct surveys and talk to various communities (places of worship and schools) to establish whether a need exists for such programs in Chatham; design a plan to get programs started in Chatham County if the need is there.
- **Assist with R.E.S.T.** – formative faith-based group respite initiative.
- **Assist with the volunteer Community Ambassadors program** – helping keep them informed of community resources and opportunities for community engagement; organizing continuing learning experiences and time to interact; recruiting and training new Ambassadors; developing and updating Community Aging Navigator tools; and other activities as needed.
- **Assist with community outreach and building working relationships with partner organizations, including the faith community** – help plan and coordinate faith-based summits and prepare communications for distribution to the faith communities and other entities; draft articles for the COA newsletter and for use in local media.

Supervision is provided by the Human Services Team Leader/Family Caregiver Specialist.