



Court Social Worker

Summary:

This position reports to the Social Services Manager.

The Court Social Worker acts as the agency appointed court-ordered guardian for disabled older adults. The Court Social Worker acts as legal guardian making all legal, medical, financial and personal decisions for disabled older adults.

Duties & Responsibilities:

- Provides direct financial services to clients by monitoring income and expenses, budgeting needs of clients, including payment of bills, in conjunction with agency program outcomes.
- Assists clients in accessing needed services or benefits, including referrals to other agencies, such as, but not limited to food stamps, medical assistance and Medicaid, housing, seasonal programs and mental health services.
- Maintains regular contact with clients making home visits as necessary.
- Maintain timely case records and current budget worksheets for disbursement of clients' funds.
- Provides informal education to clients, in budgeting, self-help skills, and knowledge of appropriate resources.
- Participates in patient care conferences for clients in long term care facilities and in multi-disciplinary team conferences to ensure clients' care needs are met.
- Consults with treating doctors, nurses, specialists, hospital staff, to evaluate appropriateness of treatment, placement, and level of care.
- Authorizes all medical treatment, including DNR, with required documentation when appropriate.
- Assist in researching client assets, including, but not limited to, insurance, funeral, CD's, bonds, vehicles and all personal and real property.
- Gathers and documents information required for accurate court reporting, including 60 day inventory, and annual reports to the court.
- Takes appropriate action to protect and preserve clients' estate.
- Liquidates estate as necessary so funds are available for continued care of the client.
- Makes funeral arrangements when needed.
- Assists in court or legal involvement including preparation of affidavits, testifying in court, communication with officers of the court, adult protective services, and law enforcement.

- Contacts client family when indicated, through letters, telephone contacts, and office conferences; establish visitation schedules when indicated and in the best interest of the client.
- Develops and maintains effective working relationships to ensure multidisciplinary approach to case management.
- Maintains an understanding of community resources and availability.
- Provides timely and accurate documentation and reporting on all services and clients, as required.

Division of Responsibilities

50% of time dedicated to direct services to crime victims, providing information and referral to support services.

Educational/Skill Requirements:

- Bachelors in Social Work, Psychology, Gerontology or related degree AND two years' experience in related field.
- Experience working with older adults and ability to engage, empower and support people of all ages, abilities, and backgrounds.
- Demonstrated working knowledge of area resources and ability to refer and assist clients and families to obtain needed services.
- Ability to be self-directed and self-sufficient, yet work cooperatively with members of a team.
- Ability to handle large caseloads and work well under pressure.
- Ability to think critically in stressful or crisis situations.
- Interest in professional development.
- Demonstrates clinical skills necessary to provide individual, family and group counseling as clinical need is demonstrated.
- Ability to be self-directed and self-sufficient, yet work cooperatively with members of a team.
- Ability to handle large caseloads and work well under pressure.
- Ability to think critically in stressful or crisis situations.
- Interest in professional development.
- Demonstrates clinical skills necessary to provide individual, family and group counseling as clinical need is demonstrated.

Minimum proficiencies in technology

- Must be proficient in use of Microsoft Word, Excel, PowerPoint and Outlook.
- Must be familiar with web-based databases.
- Must be proficient in using the Internet and Online search engines.

Other position requirements and/or preferences (certifications, reliable transportation, specialized knowledge, travel/security requirements, etc.)

Required:

Reliable transportation and automobile insurance

Signed Confidentiality agreement
Pass criminal background check
Pass drug test
Must be able to attend statewide meetings/trainings

Work environment:

Normal hours at ElderServe's administrative offices are 8:30 a.m. to 4:30 p.m. Monday through Friday, with 30 minutes for lunch. However, because of the nature of the position, flexibility with the hours is required. The dress code is business casual.