

147-28 Northern Blvd. Flushing, NY 11354

T. 718 631 7979 F. 347 732 9114

**TITLE:**  Social Worker/Case Manager

**REPORTS TO:** Director and Administrator

**QUALIFICATIONS:** Bilingual Korean and English; BA, MSW or Master’s Degree

**RESPONSIBILITIES:**

* Ongoing assessment of PT needs and providing case assistance, interpretation and support   
  for participants’ health services arranging and coordinating additional support services   
  which may not be available at the Center including arrangements for prescription order,   
  medical appointment and medical transportations.  
  Providing translation for RN assessment as necessary.  
  Sending photos of new members to Xtreme Care HR Dept for member ID cards.  
  Creating and maintaining PT files and obtaining signatures on PT Bill of Rights and Release forms.  
  Interviewing PT's for PT individual care plan and completing initial and annual renewal individual care plan for each PT.  
  Creating and updating monthly report for Agewell PT's.  
  Documenting provision of PT care in PT client log in server and Daysys Pro and PT file including monitoring calls to PT's who have been hospitalized or recently discharged.  
  Assisting activities and serving as a substitute instructor as needed.  
  Updating monthly activity calendar and PT daily schedule as necessary.  
  Creating social service quality assurance survey and evaluation and attend and record staff   
  meetings.
* Providing case assistance, interpretation and application support for participants’ social services, benefits and entitlements such as initial and recertification applications for Medicaid, Medicare Saving Program, Medicare Advantage Plan, Prescription Plan, SSI, PA, Supplemental Nutrition Assistance Program, Senior Citizen Rent Increase Exemption, Reduced Fare, Access a Ride, School Tax Exemption, Property Tax Exemption, Advanced Directive, Life line, Naturalization, Senior Housing, and Address Change.  
  Providing bimonthly informational announcement to PT's regarding entitlements and benefits.  
  Provide counseling as needed.
* Facilitating member, family, and the caregiver regarding pre-enrollment visitation to adult day care.  
  Screening potential participants and making referrals to home care agency, recording and maintaining and reporting referral status update to home care agency Intake department,   
  Director and Administrator.  
  Maintaining attendance for pending members and sending weekly report to Administrator, Director, Intake Coordinator.  
  Sending new PT information to Transportation Coordinator for transportation arrangement.  
  Sending updated active member list to Xtreme Care Intake Dept as necessary.  
  Record and analyze participant attendance in a monthly analysis file.  
  Discharge planning, assistance in transition and follow-up.

**HOW TO APPLY:**

Please submit your resume and cover letter to [gloria@silvertownny.com](mailto:gloria@silvertownny.com%20)  Thank you.