



SteppingStone Adult Day Health is San Francisco's largest provider of adult day health care. The organization has worked tirelessly since 1983 to help seniors and disabled adults thrive overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services that are all available under one roof.

SteppingStone seeks a Social Work Assistant to join our amazing team of health care professionals to help meet the needs of our day program participants. This position is a wonderful opportunity for the right candidate to utilize and grow their social work and management skills to serve our participants and oversee our vital intake process.

JOB DESCRIPTION – SOCIAL WORK ASSISTANT

Job Summary:

Under the supervision of the Program Director, Social Worker, and in collaboration with other ADHC staff, the Social Work Assistant provides direct social work services to the participants and manages the intake process.

Duties and Responsibilities:

- Assists with the assessment of participants including the completion of relevant documentation
- Provides social services as needed including the provision of counseling to the participant and his/her family, advocating for the participant and working with outside agencies as needed.
- Manages participants transportation to and from the center
- Manages the intake process, including following up with referrals, conducting home assessments and site tours, coordinating with managed care, processing paperwork and maintaining the database
- Functions as part of an interdisciplinary team. Provides support, guidance and assistance with problem solving to other team members. Attends and actively participates in team meetings.
- Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the general community.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in Social Work or related field
- Experience with disabled adults and frail elders in a multi-ethnic setting is preferred
- Ability to communicate readily and effectively in English, orally and in writing
- Computer skills, including MS Office and database entry

Working Environment:

Must be able to safely perform all physical and manual movements needed for job functions. Must be able to carry out job instructions promptly and willingly, and to follow established procedures accurately. And, must be flexible, positive and cooperative in solving problems and working with other staff in constantly changing and sometimes stressful circumstances.

Physical Demands:

Social Work Assistant must be able to move around the facility as well as sit at a workstation. Lifting up to 10 lbs. occurs about half the time, while up to and above 25 lbs. Occurs only occasionally.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Language:

- Cantonese
- Spanish
- Vietnamese
- Tagolag

SteppingStone is dedicated to providing equal employment opportunity for all employees and applicants on the basis of merit without regard to race, color, religion, sex, age, marital status, gender identity or gender expression, sexual orientation, national origin, ancestry, physical or mental disability, AIDS/HIV status, medical condition (cancer and genetic), pregnancy, military or veteran status, or any other classification protected by applicable anti-discrimination laws.