



Sunnyside Community Services, Inc.
SCS Caregiving Support - Western Queens Program

JOB DESCRIPTION

Caregiver Support Specialist

Salary: \$50,000 - \$51,000

Classification: Non-Exempt

Reports to: Program Director

Program:

Sunnyside Community Services, an innovative community-based, social service organization in Queens (10 minutes by subway from Grand Central), is seeking a social worker for the Caregiver Supports Western Queens Program. The program provides information, referrals, counseling and respite to family caregivers - those family members or friends who are providing care to physically disabled or cognitively impaired seniors, grandparents caring for grandchildren and seniors caring for a disabled adult. Respite service provides temporary relief from caregiving responsibilities on a limited basis and can include in-home care or adult day care services.

Position Summary:

As the social worker working under the title of Caregiver Support Specialist, you will be responsible for conducting detailed assessments of caregivers and their care receivers to determine client needs and eligibility for services and engaging with client to develop a care plan. Duties include supportive counseling and guidance on long term planning, assistance and referrals for benefits & entitlements, and education and information about caregiving supports. You will lead a support group, develop and facilitate client training events and workshops, and participate in outreach in the western Queens neighborhoods to identify and build a new client base.

Essential Duties and Responsibilities:

- Conduct intake and assessment screening of both caregiver and care receiver, assessing mental and physical health needs and supports, and financial eligibility for benefits, entitlements, and respite services.
- Perform home visits to both caregiver clients and care receivers to evaluate unmet needs.
- Collaborate with the caregiver to develop a plan of care and implement constructive short and long-term interventions through counseling, education about caregiving supports, long-term planning, and assistance with benefits.
- Link caregivers to other service providers such as mental health, medical care, and financial management services as needed.
- Participate in client training events to educate clients on topics that can help support them in their caregiving capacity (e.g., self-care, health and wellness, legal planning, assisting care receivers with daily needs).
- Lead one or more support groups, providing emotional support and psychoeducation about various issues related to caregiving and self-care.
- Provide timely documentation and maintenance of client files and progress notes.
- Coordinate client respite services.
- Participate in outreach activities throughout Western Queens to increase awareness among caregivers about the services of the Caregiver Program. These will be conducted through online platforms and in person.

Job Qualifications:

- MSW, BSW or equivalent, with at least 2 years relevant experience in social services, assistance with benefits a plus.
- Experience working with older adult populations and families preferred.
- Bilingual Spanish fluency preferred.
- Must have strong computer skills including Microsoft Office, particularly Excel, and experience with client databases.
- Ability to provide accurate and timely documentation required.
- Time management skills to coordinate multiple responsibilities and services.
- Ability to work independently and as part a team, in both a home and office environment.
- Must maintain client and agency confidentiality.
- Effective communication with other team members, community agencies, and clients with diverse opinions, values, characteristics, and cultures.

Physical Requirements and Working Conditions:

Office work will be at our location in Long Island City, with field work for home visits, outreach, and telecommuting when applicable. SCS currently operates on a hybrid model with three days in the office, and two days remote. This is subject to change.

SCS offers an Excellent Benefits Package:

Comprehensive medical, dental, and vision insurance
403B pension plan with employer contribution
Flexible spending account and transit checks
Employee Assistance Program
20 days of paid vacation and 12 paid sick days per year
12 paid holidays
Five personal/floating days
Life insurance
Long-term disability

How to Apply:

If you would like to join our team, please forward a cover letter, resume, and salary requirement with subject line “Caregiver Support Specialist” to Katie Hine at khine@scsny.org.

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about **Sunnyside Community Services**, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer