



**Camarillo Health Care District:** As a preferred partner in health, wellness and aging, Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

## Social Services Coordinator

The **Social Services Coordinator** serves individuals with ongoing chronic conditions and their caregivers in accessing services for achieving wellness and autonomy through advocacy, communication, education, identification of service resources and service facilitation.

The goal of the Social Services Coordinator is to empower individuals to understand and access quality programs and resources to achieve the optimal level of wellness and functional capability. This position also oversees the District's Senior Support Line as a vehicle to promote the security and validate the well-being of older adults.

### Example of Job Duties

Provide short-term, goal oriented, case management services that address the social determinants of health through a whole person comprehensive assessment (in-home or Caregiver Center setting) and the development of a client-centered Care Plan addressing the health, psychosocial, financial, legal, spiritual, functional, and caregiving challenges.

Ongoing assessment and documentation to measure the effectiveness of Care Plan meeting the client's needs.

Develop and maintain complete and accurate client files in compliance best practices and all applicable laws.

Support the coordination and facilitation of the Caregiver education series.

In collaboration with Center Director, participate in case management quality improvement through the ongoing adoption of standard of care best practices.

Becomes certified in various caregiving areas.

Co-facilitate Caregiver Well-being and Depression Screenings

Supervise and manage the Senior Support Line as a vehicle to promote the security and validate the well-being of older adults.

Responsible for recruitment, retention, and training of Support Line interns

Responsible for updating and promoting multi-media ad campaigns, articles, marketing materials for Senior Support Line

Work cooperatively with the district's program managers to identify existing at-risk clients in need of Support Line reassurance, verification of well-being, and/or depression care management.

Maintain relationships with Colleges, Career Centers, RSVP Programs, and faith-based community organizations to identify and recruit potential Support Line interns

Maintain relationships with mental/behavioral health care providers to facilitate cross referrals, as appropriate.

Responsible for maintaining and updating various training program manuals and databases.

Manage grant requirements and prepare monthly program reports.

Co-facilitate caregiver support groups and meet regularly (either virtually, in-person or hybrid)

Provides back-up authorization for service from vendor providers in assisting people to age in their place of choice.

Develop and maintain relationships and collaborations with aging and behavioral health network service providers to assist in the ongoing support of families.

Develop community affiliations through attendance and/or membership in appropriate senior services networking meetings and other community meetings to promote the District's services.

Ongoing development regarding job knowledge of aging issues, including the needs and resources necessary to manage overlapping chronic conditions.

Provide presentations and in-services at community meetings to promote services of the Caregiver Center.

Provide back-up to the District's evidence-based health promotion programs.

Other duties as assigned.

### **Minimum Qualifications**

**Education:** Master's degree in social work, public health, counseling, LCSW, LMFT, MFT to promote the physical, psychosocial, and well-being of the persons being served.

**Experience:** Minimum of two (2) to (5) years' experience working with the frail elderly and the aging network. Must work well independently with minimal supervision. Ability to empathize. Must have up-to-date knowledge of, and adherence to, applicable laws and regulations concerning confidentiality, privacy, and protection of client health information.

Demonstrated skills in utilizing computer equipment and software, including but not limited to, such products as MS Office Suite, databases, websites and the Internet, and including the ability to type in an efficient and accurate manner.

**Physical Conditions:** Essential and marginal functions require: sitting for prolonged period of time; lifting and carrying not more than 25 lbs.; operating assigned equipment.

**Other Requirements:** Criminal records clearance. CPR/AED and First Aid certification required. Valid California Class C Driver's license. The incumbent must be prepared to travel throughout the county and have a reliable means of transportation and current car insurance. Travel is required.

## **The Ideal Candidate**

The ideal candidate must be collaborative and have a strong work ethic and ability to prioritize multiple tasks. Must communicate clearly, tactfully and effectively both verbally and in writing; exercise independent judgement; motivate; establish rapport and effective working relationships with coworkers and management; be organized; maintain confidentiality and have the ability to deal with participants in a caring and professional manner.

The ideal candidate will have the ability to work under pressure; ability to adjust and be flexible to changing conditions; ability to keep confidential and accurate records.

### **To Apply**

If you are interested in applying for this excellent opportunity, please visit:

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District  
Human Resources Department  
3639 E. Las Posas Rd, Ste 117  
Camarillo, CA 93010

805-388-1952 ext. 125

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The eligible list established from this recruitment may be used to fill current and future positions.

## **Compensation**

\$28-\$30 per hour; Non-Exempt

Full Time 40 hours per week.

Work schedule: **Monday-Friday; 8:00 am-5:00 pm**

The District also offers an attractive benefits package, including:

California Public Employees' Retirement System (CalPERS); CalPERS 457 Deferred Compensation plan

Medical insurance plans offered through the CalPERS Health Program.

Annual Accrual Rates: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked.

Holidays: The District observes 11 holidays per year