



The Intercultural Senior Center (ISC) is a non-profit organization that strives to improve the dignity, quality of life and physical well-being of seniors from around the world through advocacy, education, access to social services, and cultural enrichment activities that benefit the entire community. We envision an Omaha that values the wisdom and experience of our diverse elders and creates opportunities for them to embrace and enhance their community.

## **Case Worker**

**Reports to Director of Social Services, and Executive Director**

**Hours: Part time**

**Salary: Based on Experience**

### **JOB DESCRIPTION:**

Reporting to and in partnership with the Director of Social Services, Executive Director (ED). Under this position the social worker will reach out to seniors who have been absent from ISC; identify any barriers and necessities, at same time provide education, guidance and create a referral process to fulfill the need. This position also requires a person in which confidentiality is critical to complete tasks assigned. The goal is to help older adults to return and participate in the programs services and activities to keep their independence. Occasionally require providing transportation to seniors.

### **DUTIES AND RESPONSIBILITIES:**

- Be organized to provide efficient and effective services always.
- Responsible for maintaining accurate documentation of the services provided into MySeniorCenter database.
- Communicate and coordinate services with ISC staff team.
- Assist and support seniors in locating resources and scheduling appointments for services to meet their needs.
- Maintain database to follow up with absent seniors.
- Coordinate attendance of mental health support groups.
- Complete home visits to ensure the wellbeing of seniors.
- Able to connect and participate in community events and build partnerships.
- Coordinate and with the development and implementation of surveys.
- All other duties as assigned.

## **QUALIFICATIONS:**

- Bachelor of Social Work or related field.
- Bilingual in English/Spanish or other languages preferred.
- Some experience in working with the elderly.
- Detail-oriented and self-motivated.
- Be respectful of diverse populations.
- Ability to get along with others in a diverse environment.
- Must have the ability and effectiveness to work well with coworkers in a multitasking environment.
- Must be able to work independently and complete assigned responsibilities in a timely manner.
- Must follow all company safety policies and procedures.
- Computer skills including Microsoft word, excel, power point, publisher. Comfortable with social media, working with copy machines and answering phones.
- Valid Nebraska driver's license. Must have reliable transportation.
- Requires the ability to sit for a least two hours as well as stooping, squatting, carrying, pushing and lifting to 30 pounds.

**Interested applicants should e-mail cover letter and resume to Lulu Ferdous at [lferdous@interculturalseniorcenter.org](mailto:lferdous@interculturalseniorcenter.org)**

**The Intercultural Senior Center will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, medical condition, marital status, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state or local law.**

