HUMAN SERVICES PROGRAM LIAISON

DEFINITION
Under general supervision, manages caseloads of frail elderly, functionally impaired adults, caregivers of older adults, and caregivers of minor children, high risk cases suspected of abuse or self-neglect.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Manages caseloads of frail elderly, functionally impaired adults, caregivers or older adults and caregivers of minor children, high-risk cases suspected of abuse or self-neglect; makes home visits and assesses client's identification, needs, functioning level and limitations of living independently; develops, writes, revises and updates care plans with specific objectives; arranges services with community agencies; receives emergency calls and arranges for proper services by outside agencies.

Maintains and updates files and progress notes of clients; attends meetings, conferences and case presentations; conducts presentations and educates the community on client needs and programs; provides information and referrals to caregivers; recruits caregivers to participate in programs and services; enforces compliance with contract and grant guidelines and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of contract compliance and grant guidelines and procedures
Knowledgeable of health assessment techniques and guidelines
Knowledgeable of file management and record-keeping techniques
Skilled in developing, writing and maintaining care plans and objectives
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining productive working relationships
Ability to perform essential functions with little supervision
Ability to effectively communicate verbally and in writing
Must type 25 words per minute and be able to proficiently operate a personal computer

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. May be exposed to repetitive motion, vision to monitor, infectious diseases and violent behavior.

QUALIFICATIONS
Bachelors degree in Social Work, Public Administration or closely related field, **AND** two (2) years experience in community education, public relations or health care service delivery; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.