



**Job Opening Announcement
October 2020**

Director of Social Services

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important position to provide program leadership for the Outreach / Social Services Team, while also directly providing services to assist older adults and their families in navigating and accessing needed social services, benefits and health resources. The Director will develop and implement plans for ongoing and targeted outreach to identify and support older adults who are low income, socially isolated, at-risk and/or members of diverse and underserved communities. He/ she will lead and provide direct services including assessment, resource navigation, benefits enrollment and wellness education to individuals and groups, with a focus on empowerment to promote independence. The position involves significant teamwork and collaborative efforts with staff, volunteers and aging/ health/ social service organizations, throughout the East Valley.

Full-time (40 hours / week) exempt position
Competitive salary and benefits package

Requirements include a master's degree in social work, gerontology, or a closely related field, with a progressively responsible social service work history with vulnerable older adults. Supervisory, nonprofit and grant management / reporting experience preferred. Effective communications, teamwork and interpersonal skills, multicultural competency, and computer skills are essential.

Please refer to the Job Description for additional information and requirements

Interested applicants are encouraged to submit their resumes and salary expectations to:

Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, amontes@asteraging.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.

Aster Aging, Inc.
Job Description: Director of Social Services

Overview: Provide leadership to the Outreach/ Social Services Team, to achieve Aster's vision, mission and goals in assisting older adults and their families in navigating and accessing needed social services, benefits and health resources. Develop and implement plans for ongoing and targeted outreach to identify and support older adults who are low income, socially isolated, at-risk and/or members of diverse and underserved communities. Lead and provide direct services including assessment, resource navigation, benefits enrollment, and wellness education to individuals and groups, with a focus on empowerment to promote independence. The position involves significant teamwork and collaborative efforts with staff, volunteers and aging/ health/ social service organizations.

Major Duties:

- Lead and directly provide individualized assessment, information and referral, crisis intervention, coaching and on-going resource navigation for older adults and their families. Provide services through home visits, office visits, telephone and e-mail. Build individual capacity of participants to promote independence. Educate older adults to make informed decisions and serve as an advocate to overcome barrier to service and care.
- Facilitate and coordinate access to basic need and support resources. Provide direct assistance with application processes for government benefits. Promote and provide direct support through Community Food Share and related services. Maintain an updated resource listing, including eligibility requirements, to address the needs of older adults and family caregivers.
- Develop, coordinate and conduct group health promotion education and support programs. Lead team efforts to identify additional healthy aging education topics and research validated curriculum and training options.
- Serve as a public spokesperson for Aster. Develop and implement a plan for targeted community outreach in alignment with organizational branding. Increase agency awareness and enhance access to services, with a focus on low income, multicultural and other underserved communities. Develop and maintain effective relationships within community, social services, aging services and health care networks.
- Ensure Outreach/ Social Services Team support of and integration with all core programs and services, including Center-Based Services, Meals on Wheels, In-Home Support, and Contracted Programs. Tasks may include, but are not limited to: promoting all services within the community, responding to incoming calls to assess and connect older adults with agency programs, and facilitating group activities.
- Maintain accurate case records and service reports in accordance with the procedures of the agency and funding entities, including computer data input and report compilation.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Lead, supervise and support staff and volunteers.

Other Duties:

- Ensure that agency policies, standards, and decisions are implemented and maintained in service provision.
- Serve as a member of the supervisors' team, participating in the development of program and other plans.
- Other duties as needed and appropriately assigned.

Qualifications:

- Master's degree in social work, gerontology, or a closely related field is required.
- Progressively responsible social service work history with vulnerable older adults. Knowledge of community resources. Supervisory, nonprofit, and grant management/ reporting experience preferred.
- Demonstrated effective written and oral communication skills. Ability to prepare concise reports and provide oral presentations. Effective computer skills required.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Bilingual English/Spanish preferred.
- Strong organizational skills. Ability to prioritize and manage multiple tasks.

Requirements:

- Possess valid AZ driver's license and reliable vehicle to use in the performance of job.
- Ability to obtain a Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

Responsible to: Program Operations Director

Status/ Hours: Full-time exempt position. Primarily weekday office hours, with occasional evenings or weekends.

Primary Work Site: Downtown Mesa @ Aster Senior Center, Mesa AZ; other locations as needed. Position will require some travel via automobile.

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