



## Presbyterian Senior Services

### **Position: PSS Care Consultant for Caregiver and Kinship Caregiver Services**

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work – through its nine senior centers, two apartment buildings, caregiver services and affiliated programs, the agency touches the lives of over 1,000 people a day. As a Care Consultant for PSS Caregiver and Kinship Caregiver Services, you will be responsible for providing individual counseling, educational training, respite services, supplemental assistance, information & referral and perform outreach initiatives to existing and prospective caregivers. The Care Consultant's role is vital in ensuring that caregivers, kinship caregivers, kinship young adults and caregiving youth receive information, support and resources to assist them in coping with the challenges of those involved in the caregiving dynamic.

This is a full-time non-exempt position that reports to the Director of Circle of Care Program.

Starting Salary - \$35,000 - \$40,000.

### **Responsibilities:**

- Perform intakes, assessments and create plan of care for each client
- Conduct annual client reassessments
- Perform home visits as needed
- Assist with program development
- Provide caregivers / care receivers with individual case assistance, counseling and support services
- Provide information, direction and assistance with caregiving and kinship caregiving issues such as; coping with caregiver burden, purchasing needed supplies, managing the care-receivers health care.
- Educate caregivers / care receivers in implementing advanced directives, such as health care proxy and power of attorney.
- Assist and educate caregivers / care receivers on long term care options ex: homecare; adult day, nursing home, etc.
- Provide follow up and advocacy assistance.
- Work in conjunction with the Caregiving Youth Initiative in the provision of direct services to middle school youth as needed
- Collaborate with the YASP Coordinator to provide services to Kinship young adults

- Maintain case-records on database, including documentation of all caregiver services provided.
- Facilitate support groups and educational trainings
- Identify and maintain up-to-date resources for client referrals
- Identify and collaborate with community partners to establish PSS Caregiving Stations
- Help supervise interns
- Supervise volunteers
- Help develop and maintain a resource file of caregiver support information
- Promote the agency and program by performing outreach, participating in community events, and representing the agency to the public. Develop and maintain liaisons with other organizations, as appropriate, to collaborate in outreach efforts or other partnership opportunities.
- Effectively utilize social media and other digital and communication tools to reach a broad audience
- Help coordinate and host major events that appeal to the broader community and/or the professional network
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Submit required reports in a complete and timely fashion
- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.)
- Comply with PSS Personnel Policy & DFTA Regulations
- Attend Monthly Supervision and Team Meetings
- Additional duties as assigned by Supervisors

**Qualifications and Experience:**

- Bachelor's degree strongly preferred
- Excellent Office Management Skills
- Experience working with Older Adults preferred
- Excellent Interpersonal and Organizational Skills
- Strong computer skills, proficient with Microsoft Office
- Excellent communication skills (written and oral)
- Bilingual fluency (English/Spanish) desirable

**Professionalism and other qualities:**

- Ability to work well independently and on a team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible

- Demonstrated ability to solve problems and think strategically