



Organization Description

Bacoa, the Barrington Area Council on Aging, is a 501 (c) (3) not-for-profit organization serving over 2,900 older adults, families, and caregivers each year.

Bacoa promotes vibrant, healthy aging through dynamic social services, "Active Aging" programs, and personalized care management that meets our clients' needs, wants, and abilities, enabling them to age as safely and independently as possible.

Our staff empowers and advocates for older adults by providing enriching classes, support groups, and life-centered activities. We are leaders in creating a welcoming, accessible Barrington Area community for all, hosting educational events on age-specific issues and heading community-wide initiatives like our Dementia Friendly Barrington Area Initiative, which reduces the stigma of dementia and provides our community with a network of dementia resources.

Bacoa's wraparound approach gives our clients access to multiple services. For example, a client facing food insecurity will not only be signed up to receive Bacoa's Meals with Wheels program, but they will also be assessed for transportation, Medicare/Medicaid enrollment, utility assistance, dementia care, social isolation, and in-depth care management needs, ensuring we are caring for those in our community in need of our support. Most of Bacoa's services are free or provided on a sliding-fee scale. We do not deny services because of an inability to pay.

Our services include:

- **Information on housing options or in-home care services**
- **Caregiver Resources and Support**
- **Care Management of a variety of service needs**
- **A day program for older adults with mild cognitive issues**
- **Meals with Wheels Program**
- **Local transportation for older adults to medical appointments**
- **A Medical Lending Closet**
- **Enrollment in Medicare and Medicaid; Counseling on insurance, benefits and Medicare Part D**
- **Support and education groups for older adults and caregivers**
- **Educational events on dementia and issues related to aging**
- **Active Programming**

Position: Social Services Manager/ AgeGuide Caregiver Resources & Social Services

Scope of Position: Provide and support the primary social service functions of the agency which include information and referral on senior services, assessment of a senior's needs, outreach/care coordination for older adults, Meals with Wheels assessments, and assisting seniors and caregivers to access various benefits programs.

Principal Responsibilities: AgeGuide Caregiver Resources (60% of time)

- Provide support to the supervisor of the program
- Assist with data entry for the AgeGuide Title III E Caregiver Resources grant
- Assist with reporting demographics and other related information
- Assist with vendor invoices
- Provide information and referral
- Assist with outreach & community presentations per AgeGuide requirements

Responsibilities: General Social Services (40% of time)

- Conducting telephone or in-home assessments to determine the capability and needs of individual seniors, and working with them, their caregivers, and others to develop an appropriate plan of care.
- Serve as an advocate, as needed, to assist seniors and their caregivers to receive services they need or for which they are eligible.
- Serve as a resource for caregivers, providing education, advice, and support.
- Assess, complete, & process all CEDA-related applications.
- Maintain personal, client, and program records as required by the agency, including timesheet, travel/expense log, entering client contact information into My Senior Center (intakes, I&R, Comprehensive Care Management time & notes), and Meals with Wheels forms.
- Meet periodically with supervisor to discuss and review social service programs and services.
- Attend workshops and professional education sessions. Seek certification or continuing education credits to meet professional licensing requirements or to keep current on best practices in service delivery.

Skills and Abilities Required:

- Strong professional and interpersonal skills to interact with clients
- Attention to detail and ability to focus in a busy setting
- Ability to make psychosocial assessments and develop and implement care plans
- Capable of working independently with ability to problem solve
- Capacity to work effectively with diverse personalities

Qualifications:

Required:

- Bachelor's degree in Social Work
- Experience working with older adults and/or their caregivers
- Ability to work with technology and different CRM programs
- Well-organized and detail oriented with good verbal and written skills

This position is full-time, generally Monday – Friday 8:30am – 4:30pm, some flexibility in hours worked. \$53,000 annual salary.

As a small office with limited staff, we are unable to offer health benefits. Twelve paid holidays and generous vacation time available.

For more information or to apply, contact Bacoa Director of Social Services Sue McNamara at smcnamara@bacoa.org or by phone at 847-881-0474