



Title: Assistant Social Worker  
Program: Adult Day Health Care (ADHC)  
FTE: Regular, Full-Time, Non-Exempt  
Report to: Social Worker  
Location: 4855 E Kings Canyon Road, Fresno, CA 93727

### **AGENCY**

The Fresno Center (TFC) is a non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioural services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

### **THE PROGRAM**

TFC ADHC is a licensed adult facility that is approved by the state to provide a medical model of care to Medical beneficiaries through an out-patient day program for older persons and adults with chronic medical, cognitive or mental health conditions and/or disabilities that are at risk of needing institutional care.

TFC ADHC provides a variety of licensed professionals, including nurses, social workers and physical, speech and occupational therapists, focus on medical, preventive and social care to improve health outcomes for high cost / high risk patients. Also provided are activities, personal care, hot meals, nutritional counseling, and transportation to and from the center.

The objective is to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities; and delay or prevent inappropriate or personally undesirable institutionalization. TFC ADHC emphasizes partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

### **BASIC FUNCTIONS**

The Assistant Social Worker is responsible for performing assignments as trained and directed by the Social Worker.

### **DUTIES AND RESPONSIBILITIES**

- Demonstrates an ability to communicate effectively, expresses ideas clearly, listens actively and follows appropriate channels of communications
- Documents all treatments on the same day the services were provided
- Provides treatment to participants under the guidance of the Social Worker, and the care plan developed by the Social Worker
- Lead participants in problem-oriented discussion groups and task-oriented committees
- Documents all social services provided by the assistant social worker (under the supervision of the Social Worker)

- Performs other duties as required by the Administrator, Program Director or Social Worker
- The position may be part-or full-time

### **MINIMUM QUALIFICATIONS**

- U.S. citizen or lawful permanent resident
- Ability to work some evenings and weekends
- Successful completion of Live Scan/fingerprinting (upon hire)
- Valid Driver's License
- Bachelor's degree in the social sciences or related fields
- Provide a health examination, signed by a physician
- Must have TB clearance within 12 months prior to employment or within 7 days of employment and maintain clearance annually thereafter
- Must acquire CPR certificate and First Aid training within 6 months of employment
- Read, speak, and write English fluently
- Physically capable of performing required duties and assist frail elderly and disabled adults as necessary
- Excellent case management, mentoring, coaching, and group management skills
- Strong organizational skills with strong attention to detail
- Effective time management skills
- Ability to handle multiple priorities
- Experience working in a multi-cultural, multi-generational environment
- Candidates must maintain confidentiality and demonstrate a high degree of integrity

### **BENEFITS**

- Medical, vision, and dental coverage.
- Life insurance coverage at annual salary.
- Sick leave, per personnel policy (7 days per year).
- 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- Vacation, per personnel policy (12 days per year).
- Holidays per personnel policy (currently 13 paid holidays per year)

**CLOSING DATE: Open until filled** – *Position is contingent upon funding.*

To apply, please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with in the subject line Assistant Social Worker and email them to [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org). The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.