



The Key to Your Community

Care Services and Community Outreach Manager

OVERVIEW: Founded in 2007, **Capitol Hill Village (CHV)** is a non-profit membership organization, with 540 members and 300 volunteers. Based on the concept of neighbors helping neighbors, CHV provides members with social, educational, cultural opportunities, as well as support services including transportation, home maintenance performed by CHV's vetted volunteers or vendors. CHV's social services team provides professional care coordination, helping members to navigate health care, insurance, social service, housing and issues. CHV's goal is to help members remain in the community and in their homes as they grow older. CHV has programs and services for members across the spectrum of health, mental acuity and economic means. We are pursuing greater ethnic and cultural diversity.

Position Description: Capitol Hill Village seeks a temporary (4-5 month) Care Services Social Worker to manage the social services program. The position will begin in June and run through the Fall. The position is responsible for:

Care Services: The position will ensure that CHV is serving seniors on Capitol Hill with referrals, case management, and volunteer-coordinated services. Working with staff and volunteers, the position ensures that CHV is maximizing opportunities to serve members and providing the highest quality services, including in-home assessments, links to health and wellness services, and coordination with social service needs. The position will provide some direct services and will supervise the Care Service Coordinator and Care Services Volunteer.

Community Engagement and Partnerships: The staff member supports partnerships across community organizations, social service providers and national entities.

Administration: The position will be responsible for program documentation outcomes and reporting needs for clinical services. The position will supervise one staff member and a volunteer.

Requirements:

- MSW, LICSW- preferred but not required. Nursing equivalent also welcome.
- 3-5 years experience preferred
- Experience working with older adults, their caregivers and families
- Experience supervising staff
- Knowledge of DC's social service and aging programs

More details: The Director of Volunteer and Care Services is a 40-hours a week, temporary, contract position. CHV is an equal opportunity employer. Hourly rate is commensurate with experience. The position reports to the executive director.

Application directions: Send a cover letter and resume in one document in a PDF format. Please discuss your rate expectations in your cover letter. Please title the documents like this: DCS LASTNAME Resume.pdf and DCS LASTNAME Cover.pdf (e.g. DCS Smith.pdf). Email materials to: kgarber@capitolhillvillage.org with Care Services Manager in the subject title.

To read more about our work: www.capitolhillvillage.org.