



## **20 hrs/wk with possibility of moving to full time by mid year. \$24/hr**

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**Summary:** LIFE ElderCare (LIFE) has an open opportunity for someone who enjoys working in the community and making a positive difference in the lives of elders. LIFE has been serving older adults since 1975 and continues to expand to meet the growing need of seniors who want to age with health and connection in their home.

### **Essential Responsibilities:**

- Help older adults find resources that will improve their quality of life. Identify needs with them through assessments and subsequently help them get those enroll in or access the human services they need;
- Develop and follow through on care plans for LIFE ElderCare clients in need;
- Schedule and conduct home visits post-COVID when needed to meet with clients
- Communicate frequently with LIFE program staff and staff of other agencies to prioritize those clients in need of additional services and/or follow-up
- Maintain the confidentiality of agency procedures, results and information about participants, and clients in conformance with HIPAA principles;
- Use Salesforce database frequently to maintain client files and keep the resources file updated in real time;
- compile data on a monthly basis into stakeholder reports;
- Work with partner agencies to streamline clients' enrollment in their services.

### **The ideal candidate will have:**

- Excellent tech skills. Knowledge of Salesforce is preferable;
- A minimum of one year's experience working with an elderly population;
- Comfort working independently, although with guidance, in a multicultural and multidisciplinary team environment;
- An ability to communicate naturally and effectively;
- Top-notch organizational skills;
- The knowledge of how to treat clients, peers, and partners with dignity, respect, and professionalism at all times;
- Nimbleness, perseverance, and creativity in solving problems ← very important;
- An enjoyment of driving around the county and meeting new people of various ethnicities, orientations, and personalities.

### **Requirements:**

- Valid California driver's license and current vehicle insurance;

- A Bachelor's degree - Psychology or social services preferred;
- Clear criminal background check;
- Must demonstrate strong written and verbal proficiency in the English language;
- Additional proficiency in **Cantonese**, **Mandarin**, or **Spanish** is a big plus

**Physical Demands:**

- Frequent driving and visiting homes. Must have a reliable vehicle.

**Job Type:** Part time 20 hrs/week (with the possibility of shifting to full time) \$24/hrs.

Based in Fremont, Hayward, or Oakland

**LIFE ElderCare is an Equal Opportunity Employer** and prohibits discrimination on the basis of race, color, creed, national origin, age, disability, gender identity, HIV/AIDS status, marital status, parental status, religion, sexual orientation, political beliefs, or age. LIFE is actively anti-racist. LIFE desires to create a positive work environment and subscribes to the belief that having a respectful and diverse workplace enriches the organization and aids the fulfillment of its mission.

Send resume and cover letter to [info@LifeEldercare.org](mailto:info@LifeEldercare.org)