



Position Description

Position Title: **Bilingual Social Worker**

Position Summary: The bilingual social worker will oversee the social work and psychosocial aspects of the center's participants as well as serve as advocate for their needs and promote the center to the community.

Position Qualifications:

- Bachelor's Degree in Social Work (BSW) required; Master's Degree in Social Work (MSW) preferred.
- A minimum of one (1) year of related work experience required; experience in the areas of aging, community health, nursing home, or hospice preferred.
- Demonstrated knowledge of Asian communities in Philadelphia preferred.
- Ability to build trust quickly with community members and agency partners.
- Fluency in one or more Asian languages required.
- Proficient spoken and written English skills required.
- Strong organizational skills and attention to detail required.
- Excellent interpersonal skills required.
- Outstanding oral and written communication skills.
- Ability to work independently.
- Valid driver's license and access to a vehicle required.

Duties and Responsibilities:

- Provide direct social services to PASSi clients and staff and advocate for their rights.
- Establish referral network with outside agencies and work cooperatively with the community and service agencies on behalf of participants.
- Assist in the development of linguistically and culturally appropriate outreach strategies.
- Serve as a liaison between AAA care managers, AAA officials, and adult day care/home care clients (and their families as needed) to ensure seamless delivery of services.
- Provide interpretation services including during home health aide certification sessions, in-service trainings, intake assessments, and other occasions as PASSi needs.
- Assist and oversee the social work and other related services including community outreach.
- Assist and process in the admission of prospective participants.
- Assist and participate in the orientation of new participants and their family members to the direct care and day care programs.
- Create and maintain client records and other data documentation for outreach.
- Attend and contribute to agency staff meetings.
- Represent agency at community events and meetings as needed.
- Other related duties as needed.

Application Procedures:

Interested candidates are invited to submit a cover letter, resume, and salary expectations to jennybedin@passi.us.