

## CAREER OPPORTUNITY

**Title:** Senior Outreach Team Leader

**Hours:** Full time (37.5 hours per week, non-exempt position)

**Brief Description:**

Implement, facilitate, and coordinate all aspects of Senior Outreach workers and volunteers. This position is critical to providing support to seniors over the age of 60 to reduce isolation and provide caregiver relief.

**KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

- Contemporary computer knowledge, especially in Microsoft Word and Excel
- Ability to interact with a large variety of people in a professional manner
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to handle confidential information appropriately
- Ability to train volunteers and staff
- Familiarity with regulations/laws, ombudsman, adult protective services
- Ability to make independent decisions
- Ability to adhere to agency policies and procedures within a Catholic social service organization
- Data management
- Care management

**Minimum Requirements:**

- Bachelor's degree and 1 year supervisory experience, preferably in a social service setting, or related direct social service experience with progressive responsibilities
- Demonstrated skills in client assessment, person-centered planning and goal setting, intervention tracking
- Experience with electronic record databases and data entry
- Sound interviewing and intervention skills; skills in client assessment and outreach
- Knowledge of community resources
- Ability to network with other persons or agencies to meet client needs/goals
- Ability to work with mental health and aging population
- Ability to work independently as well as participate as member of a department team
- Sound skills in client engagement and building rapport
- Effective oral and written communication
- Ability to complete effective case notes in timely manner and use basic computer skills for electronic record keeping
- Ability to collect client data and assist with program evaluation activities

Interested candidates should send a resume with salary requirement to:  
Human Resources • Catholic Social Services of the Miami Valley  
922 W. Riverview Ave., Dayton OH 45402  
or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org) or fax to 937.222.6750