



**Position Title:** Social Worker  
**Department:** DOROT Westchester  
**Reports to:** Director, DOROT Westchester  
**Status:** Full-Time

**About DOROT:** DOROT, which means “generations” in Hebrew, was founded in 1976. We provide a dynamic partnership of seniors, volunteers, and professionals dedicated to enhancing the lives of older adults to help them live independently as valued members of the community. Our wide array of programs – conducted on-site, in the home, and in the community – are designed to combat loneliness and social isolation. Compassionate care and a commitment to excellence are hallmarks of our programs and staff.

DOROT is an innovative leader in mobilizing volunteers of all ages to improve the lives and health of the elderly and address the challenges of an aging society. DOROT brings the generations together in mutually beneficial partnerships, engaging over 7,000 volunteers a year in meaningful and impactful programming that touches the lives of seniors.

DOROT’s clients range in age from 60 to over 100, vary in physical mobility and economic status, and come from diverse backgrounds. DOROT serves the Jewish and wider community and offers a lifeline of support to older adults in our catchment area (the Upper West Side from 59<sup>th</sup> to 125<sup>th</sup> Streets, East Side from 14<sup>th</sup> to 96<sup>th</sup> Streets and Westchester County).

**Position Summary:** DOROT Westchester is looking for a Social Worker to help grow the existing programs by increasing the number of older adults served. There is one-on-one with older adult clients and volunteers. This includes conducting in-home assessments, providing case assistance and information and referral. Volunteer recruitment includes outreach, interviewing and following up with volunteers on a regular basis.

**Primary Responsibilities:**

- Perform in-home assessments and annual reassessments of clients
- Provide case assistance to older adults, caregivers, volunteers, and others
- Provide information, referral and advocacy to DOROT’s clients
- Recruit, screen, interview and orient volunteers for DOROT’s programs and services
- Maintain a full caseload of Senior and Volunteer relationships
- Collect, track and maintain information related to client interactions and volunteer feedback using DOROT’s Salesforce Client Information Management System and Westchester County’s system; this involves routine data entry and review of monthly statistics
- Develop, plan and implement intergenerational and community wide programs
- Supervise undergraduate and graduate school interns, volunteers, and students as needed
- Conduct outreach to recruit volunteers and older persons
- Represent DOROT at community outreach meetings and conferences, and network with local agencies/organizations, initiate meetings to increase the visibility of DOROT
- Increase awareness of DOROT Westchester in the Jewish and general community
- Community organizing to build the DOROT Westchester program
- Attend meetings at DOROT’s main office as needed
- Work on special projects and duties as assigned by Director

**Qualifications:**

- Current LMSW required; SIFI certified preferred
- A minimum of a year of professional social work experience with older adults
- Knowledge of general and Jewish community resources in Westchester County
- Strong interpersonal, community organizing and clinical skills
- Excellent written and verbal communication skills

- Strong group facilitation and presentation skills
- Outstanding organizational skills
- Ability to work independently and collaboratively
- Experience with volunteer management
- Proficiency with Microsoft Office Suite 2010, advanced knowledge of EXCEL
- Must have a valid New York State driver's license and the use of a car