

Southwestern Community Services' Service Link Program of Sullivan County has an opening for a Long Term Support Counselor. This is a full-time position that provides information, needs assessments, counseling and referrals to persons, 60 years of age and older as well as adults with disabilities, in need of long term supports. The Long Term Support Counselor is also provides eligibility counseling and financial pre-screening for Sate and Federal Programs.

Minimum Qualifications: Must have a Bachelor's degree in social work, human services or a related field and three years of social work/human services experience.

Please provide a current resume and three letters of reference to: Corina Sprague, 1 Pleasant St. Suite 201 Claremont NH 03743 by August 6, 2009

SCS is an EEO and a partner of the United Way

**Job Description
Service Link Resource Center
Long Term Support Counselor**

Title:

Long Term Support Counselor

Basic Purpose:

The Long Term Support Counselor, under the direction of the Service Link Resource Center Manager, provides needs assessments, counseling and referrals, preliminary care planning and short term tracking for persons in need of Long Term Supports.

Accountabilities:

1. Performs comprehensive needs assessments, including mental, physical, functional, and environmental to determine appropriate referrals.
2. Provides clinical eligibility counseling and financial prescreening for State and Federal Programs.
3. Develops preliminary care planning, long term support counseling, conducts research and provides limited follow-up.
4. Assists in coordinating short-term support services pending an applicant's eligibility determination for HCBC-ECI.

5. Responsible for coordinating long term support referrals within the Service Link Resource Center team.
6. Provides long term support counseling to select persons in hospitals, rehab facilities, nursing homes, or at home
7. Conducts team meetings with appropriate staff from the Service Link Resource Center, New Hampshire Department of Health and Human Services (DHHS) District Office, private Home and Community Based Care case managers, and other human service providers as necessary.
8. Assists with/provides periodic public education sessions.
9. Attends monthly meetings with state agency staff.
10. Provides telephone, walk-in or email intake as needed.
11. Upon request, assists consumers to complete applications for services and programs and to gather documentation of eligibility as required.

Education:

Master's degree preferred from a recognized college or university with major study in social work, education, human services, sociology, cultural anthropology, or behavioral science. Bachelor's degree accepted with a minimum of three years social work experience. Alliance of Information Referral Specialist (AIRS) certification within one year of hire. Trained within 6 months of hire in Health Insurance Counseling, Education Assistance Services (HICEAS).

Experience:

Minimum of three years social work experience, preferably in the areas of aging, disabilities, community health, nursing home or hospital discharge planning. Experience working with older adults and or adults with disabilities preferred. Experience can be waived with a Masters degree.

Skills:

- Knowledge of the principles and methods of social work and availability and use of community resources;
- Knowledge of psychological and environmental problems arising in connection with casework;
- Ability to exercise good judgment in evaluating situations and in making decisions;
- Ability to write case histories and related reports;
- Ability to communicate effectively, summarize data, prepare reports and make recommendations based on findings which contribute to solving problems and achieving work objectives;
- Ability to establish and maintain effective working relationships with representatives of other social agencies, institution officials, the public and clients;
- Good interpersonal skills, openness and flexibility in working with diverse groups, and enthusiasm for working collaboratively and with a team;
- Computer literacy.

Other Requirements:

Must be able to answer a telephone and perform light work that includes walking or operating simple computer and office equipment for extended periods of time – as well as occasional strenuous activity like reaching or bending.

Maintain a valid driver's license, good driving record and access to a fully insured car.

Maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

This is a full time position that may include evenings and some weekends.