



# North Branch Reformed Church

## (NBRC)

### POSITION DESCRIPTION

---

#### Kirkside Administrator / Social Work Facilitator

April 2024

#### GENERAL FUNCTION:

This part time position is the key administrative and social services role for the Church's Kirkside Shared Home for Seniors mission. The function is to oversee the day-to-day operation of Kirkside and provide social services to the Kirkside residents. The Kirkside Administrator / Social Worker reports to the Kirkside Committee for all Kirkside related matters and the Head of Staff as an employee of the church.

#### RESPONSIBILITIES:

##### ADMINISTRATION

1. Serve as a working, non-voting member of the Kirkside Committee; and a member of the NBRC Christian Mission Committee and attend regular meetings:
  - a. Present formal reports to each Committee regarding the administration and events of Kirkside and prepare the Kirkside report for the church annual report.
  - b. Serve as a member of the Kirkside Committee and coordinate working groups that focus on Human Resources, New Resident Interviewing, and Household Management.
  - c. Participate in any Kirkside fund raisers, ie, semi-annual garage sale.
2. Responsible for the day-to-day operation of Kirkside, under supervision of the Kirkside Committee Chair, and the follow through of Kirkside Committee decisions regarding administration of the program:
  - a. All official communication between the Committee, Residents and the Resident's Responsible Party.
  - b. Annual lease updates and room and board fee change notifications
  - c. Current updates of Resident medical information
  - d. Upkeep of all Resident records and case notes as necessary
  - e. Twice weekly grocery shopping for the residents
3. Responsible for new resident application process:
  - a. Assist to network and advertise vacancies
  - b. Answer all inquiries regarding vacancies and applications to waiting list
  - c. Send out all pertinent paperwork for application
  - d. Set up and conduct potential resident interviews with the Kirkside working groups.
  - e. Conduct appropriate reference and medical research as required

4. Oversee admission process:
  - a. Conduct pre-admission interview with resident and family /responsible party and review and sign all pertinent paperwork, i.e. Lease, Policy/House Rules, Medical Information, etc.
  - b. Arrange for payment of deposit and first month's rent
  - c. Arrange move in and relevant notifications
  - d. Provide new-resident orientation, distribute house keys, introduce to other residents and staff
5. Supervise other Staff members (if any) such as Resident Operator; as well as any other outside service providers (i.e. cleaning service, etc.) and report issues to Committee as needed for resolution. The Administrator/Social Worker is responsible for the following duties:
  - a. Responsible for filling Staff vacancies or contracting with outside services by advertising and interviewing the prospective applicants/vendors
  - b. Orientation of new Staff members/outside service providers
  - c. Communicate with vendors, ie. housekeepers, exterminator, etc. and other staff.
  - d. Regular meetings with Staff regarding Resident needs, life changes, group dynamics, etc.
  - e. Review meal provision with staff and residents as outlined in Boarding Home License Regulations and keeping within budget requirements. Weekly grocery shopping.
  - f. Review Housekeeping on regular basis. Perform quarterly resident room checks.
  - g. Review and change House Policy and Rules as needed with approval of Committee
  - h. Available on 24 hr. basis for emergency calls regarding housing safety and repair issues and refer to appropriate Committee personnel or arrange for proper repair. Review security camera feeds as needed.
  - i. Provide as needed meetings with Staff and residents to discuss their issues/needs and to communicate Resident needs/changes and other operational issues
6. Responsible for adherence to the Rooming & Boarding Home License regulations and report all compliance issues or changes to the Committee:
  - a. Accompany State & Local Inspectors after arranging said official visit
  - b. Responsible for all correspondence/contact with State or Local Officials regarding compliance
  - c. Responsible for current status of required postings such as License, Menus, Emergency Plan, and other such documents
  - d. Hold regular inspections of emergency equipment (smoke/carbon monoxide detectors, lighting) and hold monthly Resident fire drills as required by License
7. Serve as representative to the Somerset County Senior Providers and attend meetings, training and conferences as approved by the Kirkside Committee
8. Responsible for community contact and information regarding Kirkside:
  - a. Participate in outreach programs and any Kirkside promotional activities such as Kirkside Sunday.

**SOCIAL SERVICES**

1. Provide Social Services to Kirkside Residents and their families as it pertains to the Resident:
  - a. Assist new Residents in adjustment to new residential setting
  - b. Work with Residents on an individual basis regarding any problems they may encounter with group living, family problems, or personal problems and provide needed guidance.
  - c. Provide information and referral to Residents in areas such as financial, social, community living, medical, further housing options, etc.
  - d. Provide regular contact with Resident families/Responsible Parties regarding social adjustment, health needs, financial issues, further housing needs, etc. Notify family on a timely basis of existing or potential problems and encouraging family participation in the resolution
  - e. Provide current case notes and documentation of any incidents or life changes of Residents that might require changes in their Resident status and reporting such changes to the Committee and to the State if needed.
  - f. Provide regularly scheduled visits, providing Residents the opportunity to discuss their issues/needs. Hold quarterly or as needed resident group meetings.
  - g. Serve as Program Director by alerting Residents and families to activities and services available to them in the Church and community. Encourage Resident participation and arrange for any special needs. Plan and coordinate any special group social activities ie. summer picnic, Christmas party.
  - h. Encourage interested Church members to form relationships and visit Residents or provide volunteer services for the Residents
  - i. Serves as a 24 hour emergency contact person for Residents and their families and Staff
    - a. In emergencies, contacts necessary response (Rescue Squad, family, physician. etc.) and provides follow-up and reports incidents to the Committee.
  - j. Kirkside staff does not provide transportation for residents.

**POSITION REQUIREMENTS**

**EDUCATION:**

Bachelors Degree or higher preferred

**LICENSES OR CERTIFICATIONS:**

None required but continuing CEU courses in gerontology is encouraged.

**EXPERIENCE:**

Prior 1-2 years experience in social work and case management preferred.

**SPECIAL SKILLS:**

Knowledge of community social service resources, and comfort working within the faith community and the senior population.

**POSITION REVIEWS**

A review will be made after the first 3 months prior to obtaining permanent job status. Thereafter annual reviews will be held.

Employee Signature: _____ <i>Kirkside Administrator / Social Work Facilitator</i>	Date: _____
Approved: _____ <i>, Head of Staff</i>	Date: _____
Approved: _____ <i>Vice President of Consistory</i>	Date: _____