### EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
<th>REQUIRED FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Worker Aide</td>
<td>18087</td>
<td>02/19/2020</td>
<td>San Jose</td>
<td>Fingerprints, Drug Screen, Background Check, CA ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$18</td>
<td>Monday - Friday</td>
<td>Varies</td>
<td>High School Diploma/GED</td>
</tr>
</tbody>
</table>

### JOB DESCRIPTION

**POSITION SUMMARY:** Under the direction and supervision of the Center Manager, Social Work Specialist and the Social Workers, the Social Work Aide is responsible for providing support to the Social Workers in delivering services to On Lok participants.

**DUTIES / RESPONSIBILITIES:**

1. The Social Work Aide will assist the Social Workers in coordinating services for participants.
2. The Social Work Aide will provide administrative and clerical support to the Social Worker as delegated. Duties will include tasks such as managing petty cash accounts, running errands, escorting participants, shopping, copying keys, trips to the Post Office, banks and assisted living facilities, providing assistance with translation, assisting with MediCal redetermination process, completing forms, surveys, transportation and other internal/external paperwork.
3. Being a companion, the Social Work Aide will spend quality time with participants in the day health center and encourage them to participate in conversation and other activities. The Social Work Aide will give reports and feedbacks to the Social Workers on a frequent basis.
4. Other related duties as assigned.

**3 TO 5 KEY SKILL SETS REQUIRED**

**QUALIFICATIONS (knowledge, skills, abilities):**

1. AA degree, BA preferred, in related field of human services.
2. Minimum one-year experience working with the elderly or frail population required.
3. Ability to work independently and as part of multidisciplinary team.
4. Flexible and organized individual who takes initiative and is very detail-oriented.
5. Computer literate.
6. Bilingual in Spanish and/or Chinese, preferred.

On Lok's Employee Benefits include (eligible for any position for 20 hr/wk or more):

- Medical, Dental, and Vision coverage
- Retirement Savings Plan 403(b) and Term Life/AD&D Insurance
- Flexible Spending Account, Commuter Checks, MLA scholarships, Employee Assistance Program (EAP)
- Pet Insurance and additional discounts
- Holidays (10 per year), vacation time, sick leave, and long-term disability insurance