



## **Family Caregiver Navigator (Part Time – 16 Hours Per Week)**

### INTRODUCTION

This position is located at the J-Sei office, 1285 66<sup>th</sup> Street, Emeryville, CA. This position requires a self-motivated person to work independently under general supervision and within a team to provide family caregiver navigator services to assist older adults and their families who are primarily Japanese/Asian Americans. Bilingual in Japanese is highly desirable. The ideal candidate will have experience working with family caregivers or direct experience as a caregiver and must be compassionate, patient, professional and able to handle complicated situations. This individual will also coordinate and hold caregiver education presentations. A collaborative approach with colleagues and thoroughness to further the agency's mission are required.

### RESPONSIBILITIES

- Hold intake and conversations with family caregivers via phone, zoom or in-person at J-Sei offices.
- Collect pertinent information from the caregiver and perform assessment of needs
- Provide information, referrals and connection to needed services and supports
- Actively problem solve with the caregiver and provide guidance around caregiving activities
- If time allows, provide follow-up with client in a confidential manner
- Maintain client registration and intake records in accordance with agency policy and funding requirements
- Write clear and concise progress notes in a timely manner
- Keep abreast on older adult and caregiver health care trends, needs and resources
- Track and identify topics of interest for family caregiver education presentations
- Select topics and arrange educational presentations with outside speakers
- Assist in outreach efforts to attract attendees for caregiver education presentations
- Participate in staff meetings, and community meetings, as appropriate
- Perform other related duties as required.

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1285 66<sup>th</sup> Street | Emeryville, California 94608

P: (510) 654-4000 | F: (510) 654-4011 | [www.j-sei.org](http://www.j-sei.org)



## SKILLS REQUIRED

- Establish rapport and trust with clients and their families
- Assess and analyze situations and conditions
- Share support, referrals, resources and guidance in a patient and client-driven manner
- Take into account and respect client preferences
- Appropriately manage time and responsibilities
- Establish and maintain the confidence and cooperation of persons contacted in the course of work
- Have excellent writing skills
- Have excellent verbal communication skills
- Have good knowledge of Bay Area social services and older adult services

## REPORTING RELATIONSHIP

The Director of Services provides overall supervision of the position. Evaluations are conducted by the Director of Services

## QUALIFICATIONS

1. Minimum of two years of experience working in the field of aging or the provision of senior services
2. Bachelor's degree in Social Work or related discipline helpful
3. Familiarity in working with Japanese seniors preferable
4. Ability to speak Japanese desirable, but not required
5. Ability to occasionally move files and supplies up to 25 pounds

## STATUS

This is a part-time 40% FTE (16 hours a week), non-exempt position with no health care, dental or vision benefits.

This position may be a combination of remote and in-office work.

## To Apply:

Please email your cover letter and resume to [Tara@j-sei.org](mailto:Tara@j-sei.org). Applications will be accepted until the position is filled.

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