

Care Coordinator- Caregiver Specialist

DEPARTMENT: Senior & Family Services

REPORTS TO: Program Supervisor

FLSA STATUS: Exempt

LOCATION: Niles, IL

PT/FT: Full-time

SUMMARY: The Caregiver Specialist links the older person, caregiver(s) of the older person, grandparents raising grandchildren, social services staff and community members with training and educational opportunities, emotional, financial and social service resources to support the family caregivers.

DUTIES AND RESPONSIBILITIES:

- Provides outreach to businesses, religious and community organizations, libraries, schools, and other appropriate areas in the community.
- Assures that information is available on agency's web page and advertises e-mail address so potential clients can receive information.
- Serves as agency's resource on caregiver issues and services, will ensure that all case managers use standardized assessment tools.
- Assists care coordinators with respite and caregiver issues.
- Attends quarterly meetings call by AgeOptions.
- Facilitates and cultivates relationships with respite providers for inclusion in AgeOptions respite registry.
- Provides case management services to older adults and their families in the office and in the client homes (residence in elevator buildings and non-elevator residences).
- Completes a comprehensive care coordination assessment of each client and develops a care plan with client's input utilizing the Illinois Department on Aging (IDOA) forms.
- Implements and monitors care plans, coordinating community resources with other supportive services.
- Participate in weekly supervision with Program Supervisor or Clinical Supervisor.
- Completes statistical data and all required paperwork in a timely manner.
- Submits required reports to AgeOptions.
- Facilitates support groups
- Works with Volunteer Services Coordinator to recruit volunteers for caregiver activities, which may include respite, mentoring, friendly visiting and transportation.
- Attends staff meetings.
- Complete a minimum of 18 hours of continuing education each year.
- Maintains Comprehensive Care Coordination/ Community Care Program certification.
- Perform other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Master's Degree (MA, MSW) in social work, counseling or a related social services field
- 2 years' experience in social services provision to older adults
- Sensitivity to cultural diversity
- Knowledge of basic computer programs
- Current driver's license and access to a car required
- Free of communicable diseases as determined by an annual TB test
- Available to occasionally work evenings and weekends to meet caregiver needs
- Current CPR/AED and First Aid Certification preferred.

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.