

Care Coordinator (Home Options Path to Empowerment – H.O.P.E.)

DEPARTMENT: Senior Options

REPORTS TO: Director of HOW & Senior Options

FLSA STATUS: Exempt

FT/PT: Full-time (35 hours/week) and part-time (between 10-30 hours/week)

LOCATION: Arthur C. Nielson, Jr. Campus
Northfield, IL

SUMMARY: The HOPE Care Coordinator builds and maintains relationships with one or more skilled nursing facilities, informs and educates residents about the possibility of transitioning into the community, partners with other providers and coordinates the activities required to transition clients from residential facilities back into their communities.

This is a grant funded position with funding guaranteed through June 2021.

DUTIES AND RESPONSIBILITIES:

- Provides outreach to one or more skilled facilities
- Develops and maintains relationships with nursing facility staff to promote program and garner referrals
- Provides outreach and program information to all Colbert class members residing in the facility
- Assesses the appropriateness of the clients' transition by completing initial assessment
- Collaborates with nurse care manager to complete full assessment and create appropriate transition and post transition care plans
- Collaborates with Colbert class member families or legal representatives
- Collaborates with partner agencies to facilitate all aspects of the transition
- Implements and monitors care plans, coordinating community resources with other supportive services
- Arranges with vendors to provide service to clients
- Provides information and referral to clients and their family members
- Makes referrals to community agencies as appropriate
- Follows all program standards and procedures
- Refers to the appropriate Adult Protective Services (APS) agency when a abuse or neglect is suspected
- Meets with program director for regularly scheduled supervision
- Participates in all program required training and meetings
- Maintains Comprehensive Care Coordination (CCC) certification
- May provide educational services to community groups and professional agencies.
- May facilitate support groups.
- Completes statistical data and required documentation meeting all program deadlines
- Attends scheduled program and staff meetings.

- Completes a minimum of 18 hours of continuing education each year.
- Responds to medical emergencies and performs CPR/AED and First Aid if certified.
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Master's Degree (MA, MSW) or equivalent in social work and Licensed Clinical Social Worker (LCSW), **-OR-**,
- Licensed Registered Nurse (RN) with either an Associate's Degree in Nursing (ADN) from a two-year college or technical school or Bachelor's Degree in Nursing (BSN) from four-year college or university
- Minimum of 1 year experience in providing social services for older adults
- Certificates, licenses and registrations required: Comprehensive Care Coordination (CCC) certification (may be obtained upon hire); current CPR/AED and First Aid certifications, preferred
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Available to occasionally work evenings and weekends to meet client and family needs
- Second language skills preferred, but not required. North Shore Senior Center serves clients from a wide variety of cultural backgrounds. Second language skills in particularly high demand for Russian, Assyrian, Gujarati, and Urdu.
- Other skills required:
 - Knowledge of community supportive services
 - Sensitivity to cultural diversity
 - Current driver's license and access to a vehicle
 - Experience with Community Care Program (CCP) or other care management program, preferred

To be considered for this position, please send your resume and desired salary 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.