

JOB TITLE: New Trier Township Senior Services Coordinator

EMPLOYER: North Shore Senior Center

DEPARTMENT: Senior and Family Services

REPORTS TO: Clinical Supervisor

FLSA STATUS: Exempt

LOCATION: Arthur C. Nielson, Jr. Campus in Northfield, IL
New Trier Township Office in Winnetka, IL (pending approval)

PT/FT: Full-time (5 days, 35 hours per week)

SUMMARY: Provides case management and benefits counseling services for New Trier Township residents and serves as North Shore Senior Center liaison to New Trier Township staff and community groups in coordination with, and as requested by, the Director of Senior and Family Services.

DUTIES AND RESPONSIBILITIES:

- Possesses current knowledge of community and social services resources; provides information and assistance re: same.
- Responds to senior residents' needs in cooperation with Township and other social service agencies.
- Provides case management for Title III, Community Care Program, and Respite services for older adults in New Trier Township. Arranges with vendors to provide service to residents.
- Provides outreach at the senior buildings and other New Trier Township venues on various educational, informational and benefits subjects relevant to them.
- Refers participants to the Older Adults Benefits Specialist who will administer the following programs: Senior Health Insurance Program (SHIP), Low Income Home Energy Assistance Program (LIHEAP), Benefit Access, and Farmers Market coupon program.
- Serves as liaison to New Trier Township and community groups in coordination with, and as requested by, Director of Senior & Family Services.
- Makes referrals to other community agencies as appropriate, including Adult Protective Services.
- Meets with program supervisor for regularly scheduled supervision.
- Completes statistical/data reports in a timely manner.
- Completes a minimum of 18 hours of continuing professional education per year.
- Attends scheduled staff meetings.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA, BSW) from four-year college or university in social work or related field
- Master's Degree (MA, MSW) in social work or related field, preferred
- Minimum of 2 years' experience in providing social services for older adults
- Knowledge of federal, state, local, and non-profit social services available to older adults in New Trier Township

- Certificates, licenses and registrations required: Comprehensive Care Coordination (CCC) certification (may be obtained upon hire); current CPR/AED and First Aid certifications (preferred, but not required)
- Computer skills required: Microsoft Office Suite; ability to quickly learn internal proprietary database
- Other skills required:
 - Sensitivity to cultural diversity
 - Strong written and verbal communication skills
 - Ability to work independently at the New Trier Township site with no on-site supervision
 - Ability to develop and make presentations in the community
 - Current driver's license and access to a vehicle
 - Experience with Community Care Program (CCP), preferred