

**JOB TITLE:** Caregiver Specialist

**EMPLOYER:** North Shore Senior Center

**DEPARTMENT:** Senior & Family Services

**REPORTS TO:** Clinical 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 called by AgeOptions.
- Facilitates and cultivates relationships with respite providers for inclusion in AgeOptions respite registry.
- Provides case management services to caregivers in the office and in the participants' homes (residences in elevator and non-elevator buildings).
- Completes an assessment of each caregiver participant and develops a care plan utilizing required forms.
- Implements and monitors care plans, coordinating community resources with other supportive services.
- Participates in weekly supervision with Clinical Supervisor.
- Completes statistical data and all required paperwork in a timely manner.
- Submits required reports to AgeOptions.
- Facilitates support groups and educational events.
- Works with Volunteer Services Coordinator to recruit volunteers for caregiver activities, which may include respite, mentoring, friendly visiting and transportation.
- Attends staff meetings.
- Completes a minimum of 18 hours of continuing education each year.
- Maintains required certifications.
- Performs other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree (MA, MSW) in social work, counseling or a related social services field
- Two years' experience in providing social services for older adults
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Sensitivity to cultural diversity
- Current driver's license and access to a vehicle
- Available to occasionally work evenings and weekends to meet caregiver needs
- Other skills/certifications preferred:
  - Knowledge of dementia
  - Group facilitation experience
  - Current CPR/AED and First Aid Certification

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**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto: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.*