

**JOB TITLE:** Care Coordinator, Choices for Care

**DEPARTMENT:** Senior & Family Services

**REPORTS TO:** Supervisor, Choices for Care Program

**FLSA STATUS:** Non-exempt

**LOCATION:** Arthur C. Nielsen, Jr. Campus, Northfield, IL  
Based at area hospitals and/or skilled nursing facilities

**PT/FT:** Part-time (either 3 days/week, Friday-Sunday, or 4 days/week, Wednesday-Saturday)

**SUMMARY:** Conducts nursing facility prescreening to assess the need for long term care placement of individuals prior to a nursing facility admission. Provides information to individuals and their families about available services in the community, appropriate options to placement in a nursing facility and their rights to refuse any and all of these services.

**DUTIES AND RESPONSIBILITIES:**

- Meets face to face with clients and family members in hospitals or homes prior to placement in a nursing facility in order to conduct prescreening assessments and provide early counseling about service options and individual rights. Under certain circumstances, a post-screen is conducted and counseling provided after admission to a nursing facility.
- Reviews client information and hospital records to gather current and past health information. Meets with clients to complete the Illinois Department on Aging Choices for Care Assessment (DON- Determination of Needs). When appropriate, refers the client and prescreen to agencies (PAS- Pre-admission Screen) specializing in mentally ill or developmentally delayed individuals.
- Enters screening results in Choices 90-Day Look-up System, notifies discharging hospital and nursing facility of screening results and complete all other required documentation and notifications.
- If client rejects nursing facility placement and elects alternative services, completes NAPIS form, coordinates referrals to local Care Coordinator Units (CCU) for CARP (Community Aging Referral Program) and other services in collaboration with hospital discharge planners. When client is discharged to home alone in situation of imminent risk of nursing home placement within 72 hours and financially eligible, a Community Care Program (CCP) Interim assessment is to be completed and CCP service to be set up in CCU area. Complete all required electronic and paper documentation. Refer client to CCUs for follow-up CCP Initial Assessment and case management.
- Communicates with supervisor on a consistent basis concerning cases, clients and own work progress to ensure proper coverage and operation of the Choices for Care Program. With limited face to face meetings during the week, this will often require timely and thorough email or voicemail communication.
- Completes all case and departmental reports and documents as required.
- Attends all staff meetings.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university in social work or related field

- 9 months of experience working or volunteering with older adults
- Certificates, licenses and registrations required: Current Illinois Department on Aging Care Coordination certification and Community Care Program certification (may be obtained upon hire)
- Computer skills required: Intermediate skills using computers including Microsoft Office Suite of programs; ability to learn internal proprietary database
- Other skills required:
  - High-level of autonomy, dependability, and professional integrity is required to meet need to work independently with remote supervision
  - Current driver's license and access to a car required
  - Sensitivity to cultural diversity

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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.*