

**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

**PT/FT:** Full-time (5 days, 35 hours per week) – **OR** – Part-time (4 days/week)

NSSC is a small non-profit social services agency with just over 100 employees. For the third year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role. We also offer ongoing clinical supervision for all Care Coordinators including those seeking Licensure. Additionally, NSSC provides 18 hours of continuing education opportunities annually.

**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.

**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

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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 (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), 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.*