

**POSITION:** Determination of Eligibility (DOE) Care Coordinator/Case Manager

**EMPLOYER:** North Shore Senior Center

**DEPARTMENT:** Senior and Family Services

**REPORTS TO:** Clinical Supervisor

**FLSA STATUS:** Exempt

**LOCATION:** Arthur C. Nielson, Jr. Campus, Northfield, IL – OR – Niles, IL

**PT/FT:** Full-time (35 hours/week) – OR – Part-time (21 hours/week)

**SUMMARY:** The **Determination of Eligibility Care Coordinator** completes eligibility assessments for older adults who are in a Managed Care Organization.

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.

#### **DUTIES AND RESPONSIBILITIES:**

- Meets with older adults in their homes.
- Completes eligibility assessments.
- Communicates with Managed Care Organizations.
- Completes assessment documentation procedures.

#### **QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university in social science, social service or a related field; RN, BSN, LPN with program experience or other experience working with older adults.
- Interest in assisting older adults to maintain their independence in the community and improve their quality of life.
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Current driver's license, current auto insurance and access to a vehicle.
- Willingness to work with older adults without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, parental status, national origin, age, disability, or veteran status.

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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.*