



JOB TITLE: Care Coordinator, Choices for Care

EMPLOYER: North Shore Senior Center

FLSA STATUS: Non-exempt

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

PT/FT: PT (21 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a caring and compassionate Choices for Care, Care Coordinator to join our team. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

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 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. Additionally, NSSC provides 18 hours of continuing education opportunities annually.

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

DUTIES AND RESPONSIBILITIES:

- Meets face to face with participants and family members in hospitals or homes prior to placement in a skilled 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 skilled nursing facility.
- Review and retrieve referrals and hospital records to gather health information on participants from the State system AssessmentPro. Meets with participants to complete the Illinois Department on Aging Choices for Care Assessment (DON- Determination of Needs). Upload required documents to AssessmentPro to make screening results accessible to hospitals and skilled nursing facilities.
- If participant rejects nursing facility placement and elects alternative services, the Care Coordinator coordinates referrals to local Care Coordinator Units (CCU) for CARP (Community Aging Referral Program) and other services in collaboration with hospital discharge planners. Complete all required electronic and paper documentation.
- Refer participant to CCUs for follow-up CCP Initial Assessment and case management.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university in social services or related field
- Minimum of 1 year experience in providing social services for older adults, preferred
- Certificates, licenses and registrations required: Comprehensive Care Coordination (CCC) certification (may be obtained upon hire); current CPR/AED and First Aid certifications, preferred
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Second language skills preferred, but not required. North Shore Senior Center serves clients from a wide variety of cultural backgrounds. Second language skills in particularly high demand for Russian, Assyrian, Gujarati, and Urdu.
- Other skills required:
 - High-level of autonomy, dependability, and professional integrity is required to meet need to work independently with remote supervision
 - Knowledge of community supportive services
 - Sensitivity to cultural diversity
 - Current driver's license and access to a vehicle

To be considered for this position, please send your resume and salary requirements to 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.