

JOB TITLE: Caregiver Specialist

EMPLOYER: North Shore Senior Center

FLSA STATUS: Exempt

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

FT/PT: Full-time (35 hours/week)

Are you passionate about supporting the well-being of older adults? Do you want to make a meaningful difference in the lives of the 24,000 individuals we serve each year? If so, North Shore Senior Center could be the perfect place for you! We are currently looking for a dedicated Caregiver Specialist to join our team.

As a “Best & Brightest” company to work for, NSSC is a nationally accredited 501(c)(3) nonprofit, committed to enhancing the lives of older adults across a broad spectrum of needs—from those living independently to those needing comprehensive care. Our wide range of services includes specialized dementia care, social services, educational and wellness programs, and volunteer opportunities, all designed to enrich the lives of older adults across the 26 communities we serve.

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, including Memory Café
- Works with Volunteer Services Coordinator to recruit volunteers for caregiver activities, which may include respite, mentoring, friendly visiting, and transportation
- Attends scheduled staff meetings
- Completes a minimum of 18 hours of continuing education each year

- Maintains required certifications
- Performs other related duties as assigned by management

QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree (BA, BSW, BSN) in social work, counseling, or a related social services field
- Master's Degree (MA, MSW) in social work, counseling or a related social services field - preferred
- 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

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

EEO: 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.