

**JOB TITLE:** Evanston Senior Services Coordinator

**DEPARTMENT:** Senior and Family Services

**FLSA STATUS:** Exempt

**PAY:** The annual salary range for this position is \$46,000 to \$48,000

**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 Evanston Senior Services Coordinator 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:** Provides care coordination services for Evanston residents, provides educational, informational and benefits outreach for older adults and their families within the City of Evanston, serves as North Shore Senior Center liaison to City of Evanston 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
- Works with senior building managers to coordinate needs for Evanston participants
- Responds to senior residents’ needs in cooperation with City and other social service agencies
- Provides case management for Title III and Community Care Program services for older adults in Evanston
- Provides outreach at senior buildings and other Evanston venues on various educational, informational and benefits subjects relevant to them
- Collaborates with the Older Adults Benefits Specialists who oversee Senior Health Insurance Program (SHIP), Low Income Home Energy Assistance Program (LIHEAP), Benefit Access, and Farmers Market coupon volunteers serving Evanston residents
- Serves as liaison to City of Evanston 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
- Provides supportive counseling as appropriate for Evanston older adults in their homes
- Completes statistical/data reports in a timely manner
- Completes a minimum of 18 hours of continuing professional education per year
- Attends scheduled staff meetings
- Performs other related duties as assigned by management

**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 Evanston
- Familiarity with Older Adults Benefits programs (SHIP training encouraged)
- Certificates, licenses, and registrations required: current CPR/AED and First Aid certifications
- 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
  - Ability to develop and make presentations in the community
  - Current driver's license and access to a vehicle

**FULL-TIME BENEFITS/PERKS:**

- 401(k)
- Employer matched 401(k) retirement savings plan
- Generous paid time off to maintain work-life balance
- Sick Time
- 12 Paid Holidays
- Comprehensive medical, dental, and vision insurance coverage
- Employer Paid Life Insurance
- Short-term Disability Insurance
- Employer Paid Long-term Disability Insurance
- Flexible spending and health savings accounts
- Access to employee assistance programs
- Employee discounts
- Mileage reimbursement
- Professional development opportunities
- Referral bonus program
- Tuition reimbursement
- Diverse and inclusive workplace
- Positive work culture
- Free membership to NSSC Fitness Center

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.*