

POSITION: Older Adults Care Coordinator/Case Manager

EMPLOYER: North Shore Senior Center

FLSA STATUS: Exempt

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

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

PAY: The annual salary for this position is \$44,000

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 Care 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: The **Older Adults Care Coordinator/Case Manager** provides general case management and Community Care Program (CCP) services to older adults residing in the North Shore Senior Center service area.

Care Coordinators are assigned to either our Northfield or Niles offices and have the opportunity to work remotely.

DUTIES AND RESPONSIBILITIES:

- Conducts comprehensive assessments and develops care plans
- Meets with a case load of older adults, most often in their homes
- Implements and monitors care plans, coordinating community resources with other supportive services for older adults and their families
- Makes Adult Protective Services referrals when needed
- May provide educational services to community groups and professional agencies
- May facilitate support groups
- Attends scheduled staff meetings
- Performs other related duties as assigned by management

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.

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.

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.