

JOB TITLE: Determination of Eligibility Care Coordinator

FLSA STATUS: Non-exempt

LOCATION: Arthur C. Nielson, Jr. Campus, Northfield, IL

FT/PT: Part-time (21 hours/week)

PAY: \$24/hour

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 Determination of Eligibility 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 Determination of Eligibility Care Coordinator completes the Determination of Eligibility (DOE) for clients residing in our service areas who are in a Managed Care Organization (MCO).

DUTIES AND RESPONSIBILITIES:

- Meets face to face with clients in their homes
- Completes the Determination of Eligibility (DOE) assessment
- Transmits all required documents to the Managed Care Organization (MCO) in a timely manner
- Completes Managed Care Organization (MCO) billing
- Meets with program supervisor for regularly scheduled supervision
- Maintains Comprehensive Care Coordination (CCC) certification
- Attends scheduled staff meetings
- Completes all required continuing professional education hours as required by IDOA annually
- Performs other related duties as assigned by management

QUALIFICATIONS:

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work, or a related social services field
- At least one year of experience in social services provision setting
- Computer skills required: Microsoft Office Suite
- Other skills required:
 - Sensitivity to cultural diversity
 - Current driver's license and access to a car

PART-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
- 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 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.