

JOB TITLE: Choices for Care-Care Coordinator

DEPARTMENT: Senior & Family Services

FLSA STATUS: Exempt

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

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 Care Coordinator to join our Choices for Care 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 Choices for Care-Care Coordinator conducts nursing facility prescreening to assess the need for long term care placement of individuals prior to a nursing facility admission. Provides information to individuals and their families about available services in the community, appropriate options to placement in a nursing facility and their rights to refuse any and all of these services.

LOCATION: Northfield, IL is the office base; however, program staff may be based at area hospitals (includes Skokie Hospital, Evanston Hospital, Saint Francis Hospital, Glenbrook Hospital, Lutheran General Hospital, Holy Family Medical Center), and community settings where NSSC provides Choices Program services.

DUTIES AND RESPONSIBILITIES:

- Meets face to face with clients and family members in hospitals or homes prior to placement in a 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 nursing facility.
- Reviews client information and hospital records to gather current and past health information. Meets with clients to complete the Illinois Department on Aging Choices for Care Assessment (DON- Determination of Needs). When appropriate, refers the client and prescreen to agencies (PAS- Pre-admission Screen) specializing in mentally ill or developmentally delayed individuals.
- Enters screening results in Choices 90-Day Look-up System, notifies discharging hospital and nursing facility of screening results and complete all other required documentation and notifications.
- If client rejects nursing facility placement and elects alternative services, completes NAPIS form, coordinates referrals to local Care Coordinator Units (CCU) for CARP (Community Aging Referral Program) and other services in collaboration with hospital discharge planners. When client is discharged to home alone in situation of imminent risk of nursing home placement within 72 hours and financially eligible, a Community Care Program (CCP) Interim assessment is to be completed and CCP service to be set up in CCU area. Complete all required electronic and paper documentation. Refer client to CCUs for follow-up CCP Initial Assessment and case management.

- Communicates with supervisor on a consistent basis concerning cases, clients and own work progress to ensure proper coverage and operation of the Choices for Care Program. With limited face to face meetings during the week, this will often require timely and thorough email or voicemail communication.
- Completes all case and departmental reports and documents as required.
- 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 work or related field
- 9 months of experience working or volunteering with older adults
- Certificates, licenses and registrations required: Current Illinois Department on Aging Care Coordination certification and Community Care Program certification (may be obtained upon hire)
- Computer skills required: Intermediate skills using computers including Microsoft Office Suite of programs; ability to learn internal proprietary database
- Other skills required:
 - High-level of autonomy, dependability, and professional integrity is required to meet need to work independently with remote supervision
 - Current driver's license and access to a car required
 - Sensitivity to cultural diversity

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.