

**County of Grundy--Job Posting
Health Department**



Date of Posting: January 08, 2018
Applications Accepted Until: Posted until filled
Job Title: Senior Programs Care Coordinator
Employee Status: Full-Time, 37.5 hours/week
Rate: \$16.18/hr, non-exempt

SUMMARY:

To perform efforts to identify and inform persons 60+ in Grundy County of available services and programs for which they may be eligible. This includes but is not limited to: conducting home visits, assessing eligibility of Community Care Program, establishing a plan of care with client/family, performing Choices for Care Screenings, and completing required documentation as mandated by IDoA, NEIL, AoA, and the Grundy County Health Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts home visits with client(s) and family to assess for eligibility of Community Care Program (CCP), Federal and State Benefit Programs.
2. Establish a plan of care in conjunction with client/family as needed
3. Assist client in filling out CCP related applications
4. Knowledgeable about resources and makes appropriate referrals to other agencies
5. Performs Choices for Care Screenings as needed.
6. Maintains regular contact with clients as mandated by IDoA, NEIL, and AoA.
7. Completes required documentation as mandated by IDoA, NEIL, AoA, and the Grundy County Health Department.
8. Attend training as it is made available by IDoA, NEIL, AoA, and the GCHD
9. Attends supervisory, staff development, in-service and other meetings as required.
10. Projects good image, maintains credibility and integrity of agency.
11. Discuss client problems, such as: depression, family crisis, health and financial matters to supervisor for short term support.
12. Take referrals and completes the intake form for all program referrals: HDM, CCP, Choices for Care, Case Management, 60+ counseling, and all other programs and services related to Seniors.
13. Assists supervisor in organizing special events such as health fairs, outreach events, Older Americans Month activities, etc.
14. Must be able to lift up to 20lbs
15. Obtain Care Coordinator certification and SHIP certification for NPR entry
16. Abides by policies of the Board of Health and the Grundy County Personnel Code.
17. Other duties as relevant to the Senior Programs Division or as assigned by Administrator

QUALIFICATIONS/EDUCATION & EXPERIENCE:

1. Bachelor's degree required OR
2. An LPN with 2 years of program experience which is defined as assessment, provision, and/or authorization of formal services for the elderly. OR
3. Will consider one year of program experience, which is defined as assessment, provision, and/or authorization of formal services for the elderly; may replace one year of college education up to and including four years of experience replacing a baccalaureate degree.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell as well as lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

MINIMUM REQUIREMENTS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.
- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Required to complete and maintain certification as a Care Coordinator, MFP TC, SHIP, and AIRS.
- A valid driver's license and proof of insurance are required.
- Required to complete and maintain certification as a SHIP Counselor as required by Illinois Department of Insurance.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Senior Programs Care Coordinator" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).