

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



Date of Posting: June 9, 2021  
Applications Accepted Until: Posted until filled  
Job Title: Senior Programs Care Coordinator/I&A Specialist  
Reports to: Senior Programs Director  
Employee Status: Full-Time, 37.5 hours/week  
Rate: \$19.75-\$21.50/hr, non-exempt

**SUMMARY:**

The Grundy County Health Department is seeking an experienced coordinator who is passionate about assisting senior residents of Grundy. Ideal candidate will be a self-starter who is eager to learn of available resources in the community and understand the needs of residents. The I&A Specialist provides information and community-based programs to residents aged 60+ and their caregivers. Programs are designed to support optimal health, independence and provide assistance to residents and their caregivers as needed. The I&A Specialist shall perform outreach 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 to assess eligibility of Community Care Program, following a State template to establish a plan of care with client/family, performing Choices for Care Screenings, and completing required documentation as mandated by IL Department on Aging, Age Guide, other funders and the Grundy County Health Department. The ideal candidate will work cooperatively with staff and partner agencies to provide comprehensive care to clients seeking services. Refer to job description for specific duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide information and assistance to senior residents.
2. Complete Assessments and applications that benefit senior residents.
3. Obtain/maintain Care Coordinator certification and SHIP certification for NPR entry.
4. Data entry and completing of required paperwork.
5. Project good image, maintain credibility and integrity of Health Department.
6. Advocate for senior residents.
7. Other duties as relevant to the Senior Programs Division or as assigned by Administrator.

**QUALIFICATIONS/EDUCATION & EXPERIENCE:**

1. Relevant Bachelor's degree, or equivalent combination of education and experience
2. 5 + years' experience in either case management, care coordination, public health, and/or community services

**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](mailto: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).*