

County of Grundy--Job Posting Health Department



Date of Posting: January 2022
Applications Accepted Until: Posted until filled
Job Title: Senior Programs Care Coordinator
Reports to: Senior Programs Director
Employee Status: Part-Time, 28 hours/week
Rate: \$18.71/hr, non-exempt

SUMMARY:

The Grundy County Health Department (GCHD) is seeking an experienced coordinator who is passionate about assisting senior residents of Grundy. Ideal candidate will enthusiastically drive 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 daily 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, AgeGuide, and the Grundy County Health Department. 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. Conduct home visits with client(s) to complete assessments and assess for eligibility of Community Care Program (CCP), Federal and State Benefit Programs. Service is performed daily at which time challenges such as physical, mental or financial are determined.
2. Provides weekend coverage for the Senior Division.
3. Maintain regular phone or in-person contact with clients as mandated by IDoA, AgeGuide and the GCHD.
4. Utilize standard template to establish a plan of care in conjunction with client/family as needed.
5. Assist client in filling out applications or required paperwork.
6. Complete required documentation as mandated by IDoA, AgeGuide, GCHD or other oversight agencies.
7. Become knowledgeable about local and State resources, making appropriate referrals to other agencies.
8. Receive referrals and complete intakes for all program referrals: Home Delivery Meals, Community Care Program, Choices for Care, Case Management, 60+ counseling, and all other programs and services related to senior residents.
9. Assist supervisor in organizing special events such as health fairs, outreach events, Older Americans Month activities, etc.
10. Obtain/maintain Care Coordinator certification and SHIP certification for NPR entry.
11. Project good image, maintains credibility and integrity of agency.
12. Attend professional development opportunities as made available.
13. 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 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 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).