



POSITION: Care Coordinator
FLSA: Non-Exempt
DIVISION: Town
REPORTS TO: Senior Services Care Coordination Supervisor
DATE: 12/2020

JOB Summary

The care coordinator provides comprehensive assessment, care plan development, linkage to services and on-going case management for older adults to maximize functioning and independence in the community.

Primary Functions and Responsibilities:

1. Develop, maintain and apply understanding of local, state, and federal programming, benefits, and services available to seniors and adults with disabilities age 18-59; including Township policies, procedures, and services.
2. Comprehensive assessment of participant needs within the home environment to include: cognitive function, physical health, ability to perform activities of daily living within the home environment, emotional well being, social support and financial resources.
3. To assist in the development of an individualized plan of care with linkage to appropriate community-based services and benefit programs as determined by participant need.
4. To respect the participant's right of self-determination in all areas of assessment and care plan development.
5. To involve the participant in all aspect of care development, utilizing resources from all sources, both public and private, to insure the most appropriate plan for each participant.
6. To involve and assist families in the process whenever possible and appropriate.
7. Provide on-going monitoring of service and participant needs.
8. To complete assessment tools and maintain documentation as required by the standards of the Illinois Department on Aging.
9. Demonstrate professional written and verbal communication and the ability to provide participants with information regarding services available, with ongoing monitoring and follow-up of service and participant needs.
10. Allow participants to voice grievances without discrimination or reprisal; provide reports and information to the appropriate program supervisor, if needed.
11. Maintain participant confidentiality and respect participant property.
12. To complete data entry and billing information for participants on monthly basis.
13. Other duties as assigned by supervisor and senior leadership staff.



POSITION: Care Coordinator
FLSA: Non-Exempt
DIVISION: Town
REPORTS TO: Senior Services Care Coordination Supervisor
DATE: 12/2020

Minimum Qualifications:

- A. BA/BS Degree in social science, social work or related field. One-year program experience in a social service capacity.
- B. Completion of preliminary and certification training for the Illinois Department on Aging Comprehensive Assessment
- C. Ability to develop increased competency in assessment and understanding of public/private community resources.
- D. Availability of an auto for home visits.