

**Position:** Care Coordinator

**Primary Function:** To provide comprehensive assessment, care plan development, linkage to services and on-going case management to the impaired older adult population.

**Position Responsibilities:**

1. Comprehensive assessment of client 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.
2. To assist in the development of an individualized plan of care with linkage to appropriate community-based services and benefit programs as determined by client need.
3. To respect the client's right of self determination in all areas of assessment and care plan development.
4. To involve the client in all aspect of care development, utilizing resources from all sources, both public and private, to insure the most appropriate plan for each client.
5. To involve and assist families in the process whenever possible and appropriate.
6. Provide on-going monitoring of service and client needs.
7. To complete assessment tools and maintain documentation as required by the standards of the Illinois Department on Aging.
8. To complete data entry and billing information for clients on monthly basis.
9. To serve as back-up for Choices for Care screenings on weekends, in the event that the weekend Choices for Care, Care Coordinator is unavailable.
10. Other duties as assigned by supervisor and senior leadership staff.

**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 automobile for home visits.

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