

Care Coordinator

Mission

ElderHelp provides personalized information and services that help seniors remain independent and live with dignity in their own homes.

Values

Compassion ~ Integrity ~ Community ~ Accountability ~ Respect ~ Excellence

POSITION SUMMARY

The Care Coordinator is responsible for providing geriatric case management to seniors. The Care Coordinator has a strong knowledge of community-based resources and uses this knowledge to help their clients navigate complex systems. The Care Coordinator carefully assesses client needs and develops a Care Plan to help them achieve their goals while promoting client self-determination. The Care Coordinator also works closely with Volunteer Services to ensure clients are linked to the services they need.

REPORTS TO

Care Coordination Manager

ESSENTIAL FUNCTIONS

Care Coordination

- Conducts in-home assessments with clients to assess for program eligibility and develop care plan to help clients remain safe and independent in their homes
- Conducts ongoing check-ins via phone and in-home visits to reassess and re-evaluate clients' needs and progress towards goals
- Provides case management to clients with short-term and ongoing needs
- Connects clients to trusted referrals, working with families and/or other service providers as needed
- Candidate should be comfortable addressing issues such as dementia and memory loss, mental health, food insecurity and home safety
- Provides support to the Volunteer Services Team working collaboratively to coordinate volunteer-based services for clients
- Works with Volunteer Services Team to mediate any conflicts that may arise between volunteers and clients
- Assists with Intake process as needed
- Maintains accurate and timely case notes and statistical data

- Completes stats and reports according to policies
- Adheres to the NASW Code of Ethics
- Adheres to ElderHelp's Care Coordination Policies & Procedures

General

- Attends biweekly case conference meetings to collaboratively approach problem solving and resource sharing with the team
- Maintains a positive attitude and abides by ElderHelp's values
- Participates, as needed, in outreach activities and other events that help promote ElderHelp
- Professionally represents ElderHelp during events and while out in the community
- Provides programmatic coverage as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS

Bachelor's Degree in Social Work, Psychology, Gerontology, or related field required. A minimum of 3 years' experience providing similar services to seniors. Candidate must have excellent communication and interpersonal skills, and be detail oriented. The ideal candidate must be able to prioritize client needs through timely and efficient intervention methods. Bilingual (English/Spanish) preferred.

SALARY

This is a fulltime, hourly position offering \$18-\$22/hour depending on experience plus benefits.

HOW TO APPLY

Submit cover letter and resume to Anya Delacruz, adelacruz@elderhelpofsandiego.org by July 16, 2021. Resumes submitted without a cover letter will not be considered. No phone inquiries please.

This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.

ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.