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www.solutionsforcare.org

Position: Care Coordinator

Department/Program: Care Coordination Program (CCP # 400)

STATUS: Full-time Part-time Exempt Non-exempt

Reports to: Care Coordinator Supervisor

Solutions for Care (SFC) serves over 12,000 older adults and those living with disabilities each year in Berwyn, Cicero, and Proviso Township. We provide direct client service through information and assistance, in-home care, advocacy services and transitional assistance in hospitals. For more information about our organization, you can visit www.solutionsforcare.org.

Primary Function:

The Care Coordinator is responsible for managing a caseload and conducting in-home assessments in the Berwyn, Cicero, and Proviso Township service area. Utilizing a comprehensive assessment tool during client home visits, the Care Coordinator will assess eligibility for programs and services under the State of Illinois Community Care Program. Assessments include case planning, problem solving, benefit linkage, and referrals to other community agencies to assist and improve in the daily living activities of clients. Care Coordinators work independently and will be expected to complete and maintain required paperwork and client files according to state timeframes. On-the-job training is provided.

Qualifications:

Bi-lingual in Spanish/English is preferred. Minimum qualifications should include but not be limited to a BA/BS degree in Social Science, Social Work, or related field, or an RN, or a BSN. One year of program experience, which is defined as assessment, provision, and/or authorization of formal services for the elderly, may replace one year of college education up to and including four years of experience replacing a baccalaureate degree; or be an LPN with one year of program experience which is defined as assessment of and provision of formal services for the elderly and/or authorizing service provision.

Requirements:

Must demonstrate strong organizational and time management skills and be adaptable to changing work conditions. Strong communication skills, the ability to work with diverse populations and proficiency with Microsoft Office (Word, Excel, and Outlook) to maintain accurate case notes, reports and record keeping are required. Must be comfortable multi-tasking on the computer using different screens. Availability of a vehicle for local travel for in-home visits, trainings, and meetings is required. Valid driver's license without restrictions is required. Criminal background check required.

Training:

Must be able to attend and pass the state mandated Illinois Department on Aging training which will require attending training in Springfield, Lombard or Chicago, Illinois.

Policy:

Solutions for Care has implemented a Mandatory COVID -19 Vaccination Policy. As a condition of employment, employees, interns, and onsite volunteers of Solutions for Care must be fully vaccinated with (*or in process of*) an approved COVID-19 vaccination. Must show proof of full vaccination on first day of employment.

Duties and Responsibilities:

1. Develop an understanding of programs, benefits, and services available to seniors and adults with disabilities on a local, regional, state, and federal level.
2. Gain an understanding of program policies and procedures.
3. Complete and maintain required certification from the Illinois Department on Aging.
4. Develop a proficiency in navigating state databases such as Case Management Information Systems (CMIS), Participant Search Screen (PSS), and eCCPIS.
5. Develop and demonstrate professional assessment and documentation skills.
6. Demonstrate professional verbal and written communication skills.
7. Conduct initial and annual in-home assessments and develop individualized service plans which include assessment of need, care plan, and coordination of services.
8. Use Microsoft Office (Word, Excel, and Outlook) to maintain accurate case note entries, reports and record keeping.
9. Generate proper billing records for data entry.
10. Advocate for the client and assist with problem-solving issues with services and benefits.
11. Attend staff and team meetings as well as attend trainings for local, state, and federal programs/services as required.
12. Other duties as assigned by supervisor and senior leadership staff.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally will need to stand holding the computer, read and ask questions and enter information into the computer.
- Ability to lift up to 20 pounds.
- Must be able to sit and work at workstation for extended periods of time.
- Must be comfortable conducting visits at the home, nursing facility, rehabilitation center, etc.
- Must be able to walk, climb stairs, use elevators, and conduct visits in all kinds of weather.

Schedule:

Full time: 8:30 am to 4:30 pm, Monday through Friday.

Salary:

Salary: \$40,000.00. During the first year, six-month and 12-month performance reviews are conducted. Thereafter, performance reviews will be conducted every 12 months. Salary increases are based on performance.

Benefits:

- 403(b)
- Dental insurance
- Health insurance
- Life insurance
- Opportunities for advancement
- Paid time off
- Paid training
- Vision insurance

EEO Statement:

Solutions for Care is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Solutions for Care prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Solutions for Care conforms to the spirit as well as the letter of all applicable laws and regulations.