



7222 West Cermak Road Suite 200
North Riverside, IL 60546
(708) 447-2448 Phone
708-447-2445 Fax
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 Townships. 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 underneath 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.

Qualifications:

Bi-lingual in Spanish is not required but is welcomed. Minimum qualifications should include but not limited to an RN, or a BSN, or have a BA/BS degree in Social Science, Social Work, or related field.

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.

Must also demonstrate strong organizational and time management skills and be adaptable to changing work conditions. Strong communication skills, computer literacy and the ability to work with diverse populations is required. Must have own car and maintain current insurance for local travel to in-home visit, trainings, and meetings. Criminal background check required.

Mandatory Covid-19 Vaccination Policy

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.

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.

Schedule:

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

Salary and Benefits include:

Salary is based on experience

Medical, Dental, Vision, 403B plan, Life Insurance, eligible to earn 18 paid days off annually, 14 Holidays.

Contact:

Please send resumes to: Elizabeth Hruza, Care Coordination Supervisor at ehruza@solutionsforcare.org and Christine Komperda, Assistant Executive Director at ckomperda@solutionsforcare.org. No calls please.