



## **HDM Care Coordinator (Part-Time)**

### **Job Posting** (August 28, 2017)

**REPORTS TO:** Social Services Manager

#### **POSITION SUMMARY**

Under the supervision of the Social Services Manager, the position will assess, develop and monitor a customized plan of care for identified frail, at-risk older adults (age 60 and older) within the prescribed service area. The ultimate goal of this position is to help improve independence, autonomy and well-being among older adults through support, advocacy and social service referrals. This is a part-time, non-exempt (hourly) and benefited position.

#### **JOB RESPONSIBILITIES**

- Conduct client-specific need assessments, to identify challenges and in partnership with the participant, develop individualized care plans.
- Maintain an active caseload of selected program participants and complete monthly contacts, either by telephone or home visits, to evaluate, monitor and update individual participant care plans.
- Arrange, advocate and coordinate a network of supportive services (formal and informal) that assist participants in meeting their care plan goals.
- Monitor and evaluate participant care plan goals and determine case closure once goals have been achieved.
- Develop partnerships and collaboration with community programs to achieve successful referrals and advocacy.
- Assist in developing and maintaining a current directory of services pertinent to the needs of frail, at-risk older adults age 60 and older.
- Represent the agency at county and agency meetings at the discretion of the Social Services Manager.
- Participate in scheduled Case Conference meetings to review participant concerns/issues/goals. Participate in scheduled in-services, monthly team meetings and other meetings as requested.
- Conduct outreach activities in assigned area in order to inform and educate the general community about MoW services and programs.
- Assist with the training of new staff, interns, and volunteers.
- Maintain assigned vehicle(s) according to vehicle fleet procedures. Conduct and record vehicle maintenance inspections and assist in the proper maintenance of assigned vehicle(s).

- Demonstrate professionalism; work effectively and cordially with others at all times.
- Maintain required participant records and monthly reports pursuant to department, agency, local, State and Federal requirements including mandated reporting responsibilities. As a mandated reporter for elder abuse, this position must report any suspicious circumstances or suspected abuse to Adult Protective Services.
- May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stopping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.
- Demonstrate compliance with MoW policies, procedures and standards.
- Perform other tasks and duties as assigned.

### **POSITION REQUIREMENTS**

- Bachelors Degree in Social Work, Human Services, Gerontology or other related social services field required. Four years of paid related work experience can be used in lieu of the Bachelor's Degree requirement.
- Prior experience working with older adults preferred. Understanding of older adult needs and related issues. Knowledge of local community programs preferred, including MediCal, Social Security benefits, Veteran and mental health services.
- Ability to maintain professional and confidential standards in client business-related activities required.
- Ability to communicate effectively, both verbally and in writing with participants, family and caregivers required. Appropriate interpersonal skills required.
- Ability to develop professional, cooperative working relationships with community programs, participants, formal/informal support sources, other employees and volunteers required.
- Ability to prioritize work tasks and to be flexible when a shift in priorities is necessary.
- Ability to work with diverse language and ethnic populations.
- Must possess basic computer skills, including the use of computer mapping programs and be able to input participant information into a database.
- Must have a valid "class C" California Drivers License and a clear driving record. Must maintain driving record in good standing.

**To apply:** Send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: Lenise Curtis, or email to [Twaterford@accsv.org](mailto:Twaterford@accsv.org). Please visit [www.mowsac.org](http://www.mowsac.org) for further information regarding Meals on Wheels by ACC. Equal Opportunity Employer. All applications accepted until position is filled.