

BEAR RIVER ASSOCIATION OF GOVERNMENTS

JOB TITLE: In-Home Services Coordinator
DEPARTMENT: Area Agency on Aging

FLSA: Non-Exempt
EFFECTIVE DATE: 8/25/15
GRADE: 10

GENERAL PURPOSE:

Performs a variety of administrative, supervisory, and case management tasks necessary to assist with coordinating, monitoring, and implementing regional aging in-home services programs including the Older American's Act, the Aged Medicaid Waiver, New Choices Waiver, Alternatives, Caregiver Support, and HUD Housing Service Coordinator programs operating in the Bear River District.

SUPERVISION RECEIVED:

Works under the supervision of the Area Aging Services Director

SUPERVISION EXERCISED:

Provides supervision to case management staff of the Alternatives, New Choices Waiver, Aged Medicaid Waiver, Caregiver Support, and HUD Housing Service Coordinator programs. May also supervise student interns or volunteers.

EXAMPLES OF DUTIES:

Coordinates the delivery of in-home services for older adults in the Bear River District.

Provides supervision to case management staff, student interns, and volunteers.

Ensures that assigned program operations comply with local, state, and federal policies, procedures, regulations, and grant requirements.

Provides clinical support and training for case management staff on a variety of mental health issues affecting older adults and their caregivers.

Provides counseling services to caregiver support groups.

Performs case management activities on a one-on-one contact basis by interviewing, assessing, and counseling clients and families, determining eligibility for in-home service programs, mobilizing resources, maintaining client records, and evaluating and modifying care plans.

Manages community outreach efforts by giving presentations and making information available throughout the service delivery area in order to educate the public, service providers, and care givers of local resources and encourage their use of existing services and benefits.

Implements outcome based quality assurance program to evaluate the effectiveness of service delivery, client satisfaction, and quality results for in-home service programs.

Manages budgets and financial expenditures for in-home service programs.

Assists in securing funding to support Aging Services programs including but not limited to writing grants and fundraising.

Reviews and responds in writing to federal and state audit findings for in-home service programs.

Uses interpersonal skills and work habits, to serve the needs of clients, providers and co-workers.

Understand unique needs of seniors and effectively advocates for senior issues.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Masters degree in Social Work, Psychology, Counseling or other related field.

B. Current licensure as a Certified Social Worker, Licensed Clinical Social Worker, or Clinical Mental Health Counselor and at least one year of experience working with the elderly.

2. Required Knowledge, Skills, and Abilities:

A. Thorough knowledge of and experience in the provision of assessment, care planning, care coordination, crisis intervention, gerontology, and community resources and agencies available to assist the elderly.

B. Accurately assess physical, social, mental, and emotional status of elderly clients using participant directed/person centered strategies. Effectively mediate differences among individuals and groups, work cooperatively in a multi-disciplinary team, establish and maintain effective working relationships with clients, staff, and the public.

C. Effective oral and written communication including good interviewing skills.

D. Ability to use Word, Excel, Access, Power Point software.

SPECIAL QUALIFICATIONS:

Requires a valid Utah Driver's License and travel in Cache, Rich, and Box Elder counties.

Requires ability to meet with consumers in their place of residence including their own home, home of a loved one, nursing home, or other arrangement.

Must be able to pass a criminal background check.

Fluency in Spanish preferred.