

SENIOR SERVICES OF CENTRAL ILLINOIS

JOB DESCRIPTION

DEPARTMENT: CARE COORDINATION UNIT

POSITION: CHOICES FOR CARE COORDINATOR

Each employee will further the goals and objectives of Senior Services of Central Illinois, Inc. and will comply with policies and guidelines established by the Board of Directors and any/all funding agencies. The Choices for Care Coordinator will cooperate to the fullest extent with all other projects of Senior Services of Central Illinois, Inc. in order to provide services that prevent unnecessary or premature institutionalization of older persons and to foster their independence, dignity and an improved quality of life.

Duties:

1. Complete Choices for Care assessments in the hospital and nursing facilities within the required timeframes.
2. Complete all associated paperwork within a maximum of 5 days.
3. Offer the participant alternatives to Long-term Care placement.
4. Provide follow-up after the participant has been placed in a LTC facility to determine if it's appropriate for them to go home with community services.
5. Provide Information and Assistance services for participants.
6. Obtain and maintain State certification for Comprehensive Care Coordination.
7. Complete 25 hours of in-service training annually.
8. Participate in SSCI Agency and CCU Departmental programs and committees as requested by the Department Director, and attend agency and staff meetings as required.
9. Perform other duties as assigned.

Supervision:

Reports directly to the CCU Supervisor.

Qualifications and experience:

Bachelor's Degree in Social Services or Certification as a Registered Nurse and 2 years' experience in social services settings. Experience in Gerontology is desirable. Knowledge of services available to older adults is desirable. Good interpersonal skills, communication skills and excellent writing ability are required. Of highest consideration is empathy toward older persons.