



Council on Aging of Southwestern Ohio | *Answers on Aging*

## **Hamilton County Elderly Services Program (HCESP) Care Coordinator**

Council on Aging of Southwestern Ohio (COA) is a nonprofit organization dedicated to enhancing quality of life for older adults, people with disabilities, their families and caregivers. We promote choice, independence, dignity and well-being through a range of services that help people remain in their homes for as long as possible.

COA is a state-designated Area Agency on Aging, serving a 21-county region. One call to COA links people to the wide variety of agencies, information and programs that serve older adults and people with disabilities.

COA has more than 300 employees, more than 100 contracted providers, and an annual budget of over \$77 million.

*Our mission: Enhance lives by assisting people to remain independent through a range of quality services.*

COA offers:

- Competitive benefits package
- Flexible hours
- Opportunities for professional development
- Opportunities to advocate and participate in community events for the elderly and disabled population
- Casual work environment except when visiting clients or vendors
- Health, dental and vision care
- Health and fitness opportunities at the Springdale Community Center through our Business Membership Discount
- Health savings account
- Nine paid holidays each calendar year
- Paid time off
- Pension plan
- Pet Insurance
- Tax sheltered annuities

### **Position Description** (Full job description available upon request):

Coordinate and monitor ESP funded services for COA clients through provision of care management services.

### **Essential Job Functions:**

- Provide support/education to clients with complicated social/behavioral/environmental issues
- Conduct home visits

- Utilize clinical judgment and critical thinking skills to facilitate appropriate client physical and behavioral healthcare and coordinate psychosocial and medical wraparound services to promote effective utilization of available resources
- Develop, assess and adjust as necessary the patient centered care plan and promote desired outcomes along with monitoring the effectiveness of the plan along with establishing measurable goals and outcomes
- Provide coaching, information and support to empower clients to make ongoing independent lifestyle choices
- Report specific health and social information back to the integrated team to assist in development of care/service plan
- Advanced care planning with client and others involved with client care
- Utilize Service Guidelines when developing service plans/care plans with clients and caregivers to promote understanding of service rationale.
- Authorize services in the most efficient means possible to meet identified client needs

**Qualification Requirements:**

- Bachelor's degree in Nursing, Social Work, Gerontology, Psychology, or other related majors.
- At least one year of experience in home health care, medical social work, geriatrics, care/case management or an equivalent substitute
- A working knowledge and understanding of issues related to the elderly population
- Knowledge of community resources
- Good interpersonal communication skills and customer service skills
- Ability to problem solve and work independently with good organization skills and the ability to manage multiple tasks
- Ability to adapt to frequent change
- Ability to collaborate and problem solve in a self-directed team environment.
- Excellent written communication skills
- Computer skills including Windows operating system; MS Word; data entry and ability to learn software applications
- Have COA approved high-speed, or broadband Internet access in order to telecommute
- A valid driver's license and reliable transportation.

**Pay:** Minimum \$21.23 per hour (pay based upon education and experience)

Please apply through our website

[www.help4seniors.org](http://www.help4seniors.org)