**COMMUNITY OF CARE - CARE COORDINATOR JOB DESCRIPTION**

**Position Type**: 34 hours/week

**Compensation:** based upon experience

**Location:** 3 days/week in Arthur office and 2 days/week in Casselton office

**Position Purpose**:

Coordinate the One Stop Service Center to provide Care Coordination for individuals living in rural Cass County, with the primary focus on older adults and others in need. The Care Coordinator will apply social work knowledge to research options and problem solve for clients and their family members, to assist older adults remain in their rural homes as long as safely possible. The Care Coordinator will also provide outreach services in partnership with the staff of Community of Care.

**Preferred Qualifications**

1. BA in Social Work or Human Services field
2. Current North Dakota Social Worker Licensure or eligible for licensure
3. 3 years of social worker experience, preferably with a senior service program

**Skills and Qualities:**

1. Understanding and appreciation of older adults and the issues they face
2. Understanding of rural life and the challenges faced by older adults living in rural communities
3. Broad knowledge of social service and assistance providers in Cass County
4. Knowledge of state and federal regulations pertaining to older clients
5. Ability to maintain confidentiality of client matters
6. Compassion and patience in working with older adults
7. Strong problem solving abilities
8. Good communication and interpersonal skills
9. Good organizational skills
10. Good computer skills (Microsoft office and ability to learn client software programs)
11. Ability to work autonomously, yet function as part of Community of Care team
12. Valid driver’s license, insurance and acceptable driving record

**Essential Functions**

1. Provide information, referrals and Care Coordination
	1. Ability to research and provide appropriate resources for older adults and their families
	2. Referrals for additional assistance, in-home assistance
	3. Assist Adult Children of Aging Parents to find resources for their parents
	4. Advocate for clients’ needs
2. Assistance with paperwork
	1. Assist clients to complete application for fuel or food assistance, Social Security Disability insurance, etc.
	2. Assist clients to understand medical bills
3. Medicare Part D drug plan enrollments
	1. Complete training through ND Insurance Department to assist clients with review of Medicare Part D drug plans
	2. Assist clients to review Part D plans as they turn 65
	3. Conduct Part D appointments during open enrollment (October – December)
4. Document clients’ visits and services provide.
5. Assist with organizational evaluation activities
6. Socialization Activities
	1. Plan and organize 2 or 3 social activities per year for rural Cass residents

**Additional Duties:**

1. Community of Care Fundraisers
	1. Serve as primary organizer of Totally Tables event – work with committee to organize the event
	2. Work with other staff members for Giving Hearts Day and Annual Car/Bike Cruise
2. Maintain records according to HIPAA regulations
3. Participate in Community of Care board meetings – 2nd Thursday of each month in Casselton
4. Positive representation of Community of Care at community events (i.e. Summerfest, community presentations, etc.)