



Job Description

Position Title: Care Coordination Specialist
Department: Programs
Reports to: Care Coordinator
FLSA Status: Part-Time (20 hours per week)
Supervises: Not applicable

Position Summary: To promote the social and financial well-being, health and independence of older adults in Tarrant County through coordinated activities of care management and activity center programming. To enhance the activity center environment and programming through benefits enrollment, and professional social work.

JOB SPECIFICATIONS, SKILLS AND ABILITIES:

Education and/or Experience: Bachelor's Degree in Social Work completed or almost completed; a Texas SW license preferred and two to three years of postgraduate experience is preferred.

Knowledge: Bilingual English/Spanish is required. Experience with program planning, implementation, and evaluation preferred; must possess strong interpersonal and communication skills; must have attention to detail, problem solving skills, ability to organize and manage program procedures; must be self-directed and possess good time management.

Other skills: Ability to relate to older adults and their concerns
Skills in preparing and presenting reports
Ability to communicate clearly both verbally and in writing, in Spanish and English

Other requirements: Valid Texas driver's license and must be willing to use personal automobile for agency business.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,



skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to bend, stoop, reach, turn, twist and lift.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide Social Services for Activity Center Participants

- a. Respond to participant referrals from senior center directors and provide timely follow-up.
- b. Provide community-based social services to activity center participants.
- c. Assess older adults’ physical, psychosocial needs and health risks.
- d. Direct older adults to resources to address their self-reported and assessed needs and risks. These resources may include activity center programs addressing benefits screening and enrollment, fall prevention (A Matter of Balance), and chronic disease or diabetes self-management (HealthForMe).
- e. Provide enrollment assistance for activity center participants and other older adults in appropriate federal, state and local services.
- f. Manage participant referrals from activity center directors and monitor follow-up/status.
- g. Ensure the confidentiality of program participants.
- h. Oversee the enhancement of resources for activity center participants through federal programs and community partnerships and program development.
- i. Collect data, manage records and database, and report program performance as required to S&B and grant agencies.
- j. Complete annual Health Insurance Portability and Accountability Act (HIPAA) Training.

2. Other duties as assigned.

I have read and understand this job description.

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