



## Care Coordination Specialist

### Job Description – July 2018

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| <b>Reports To:</b>    | Care Coordination Manager     |
| <b>Category:</b>      | Part-Time (20 hours per week) |
| <b>FLSA Status:</b>   | Non-exempt                    |
| <b>Approved Date:</b> | July 2018                     |

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#### Position Summary

The Care Coordination Specialist is responsible for assisting older adults to live with purpose, independence, and dignity. Encourage older adults to be less isolated and involved in their community. Promote the social and financial well-being of older adults. Help older adults navigate their health and independence journey. Provide benefits enrollment and case management.

#### Education and Experience

Bachelor's Degree in Social Work (or working toward graduation.) Licensed BSW preferred. 2-3 years of experience preferred.

#### Job Specifications, Skills, and Abilities

Experience with program planning, implementation, and evaluation preferred. Possess strong interpersonal and communication skills. Attention to detail, problem solving skills, ability to organize and manage care program. Possess the ability to self-direct and manage time. Relate to older adults and their concerns. Prepare and present reports to wide audiences. Strong communication skills and ability to coordinate with many parties; must be aware of confidentiality regulations and laws; Valid Texas driver's license; must have dependable transportation to use, as needed, for business. Bilingual English/Spanish is preferred.

#### Case Management Duties

- Provide needs assessments for residents/clients. Assess older adults' physical needs, psychosocial needs and health risks.
- Assist clients with enrollment of federal, state, and local benefits, including, but not limited to, Medicaid, Medicare, Social Security, and Assurance Phone Service.
- Provide person centered monitoring for residents/clients. Assist clients with problems that arise. Encourage and help resident navigate solutions.

#### Resource Navigation Duties

- Build community partners and create a resource directory.
- Provide links to community resource providers.
- Direct older adults to resources to address their self-reported and staff assessed needs.

#### Community Planning Duties

- Assist Management Company with large residential events.
- Coordinate with Center Director on 5 educational/wellness activities per month.

**Position Detail: Care Coordination Specialist (Cont.)** (July 2018)

**Administrative and Training Duties**

- Collect data, manage records, and report program performance as required to S&B and grant agencies.
- Complete annual Health Insurance Portability and Accountability Act (HIPAA) Training.
- Complete Fair Housing Training and other trainings as assigned.

**Other duties as assigned**

**Equal Employment Opportunity**

Sixty & Better provides equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, or any other characteristic protected by federal, state or local law.

***Please send resumes and cover letters to: Brandy L. Taylor, Director of Human Resources, 1400 Circle Drive, Suite 300, Fort Worth, TX 76119; or email: [btaylor@sixtyandbetter.org](mailto:btaylor@sixtyandbetter.org). No calls or walk-ins will be accepted.***