Alcona County Commission on Aging

Assistant In-Home Services Coordinator
Part time- 1 day per week (flexible)

QUALIFICATIONS:

- High School Graduate (GED Equivalent)
- College Courses in nutrition, social work, gerontology and/or medical background preferred.
- Assessment skills.
- Experience working with seniors is preferred.
- Must be Computer literate – ie:, WORD, EXCEL, Mapquest
- Have reliable transportation with insurance.
- Valid driver's license.
- Be in good health.
- Excellent telephone manners and skills.
- Must be mature individual – able to relate to seniors in a respectful, tactful and confidential manner.
- Must be very organized, able to keep accurate records and be able to clearly relay information to coworkers and outside agencies.
- No felony convictions (State Police Background Check).

RESPONSIBILITIES:

Includes the following but not limited to:
Assist the In-Home Services Coordinator with the following responsibilities:

- Assess and reassess needs of clients in their homes on a regular basis for health, nutrition and social requirements.
- Maintain thorough and accurate records of all clients, Providers and I.H.S. Office work on a daily basis.
- File monthly reports to appropriate organizations.
- Be knowledgeable of local services available and be able to make appropriate referrals for clients and their families - DHD#2, VA services, NEMSCA, MMAP, Hospice, etc
- Observe and evaluate Provider 1-2 times a year in a client home.
- Attend two (2) mandatory training sessions per year.
- Relate to NEMSCA as needed by phone or Vendor View for client notifications, new clients and client referrals.
- Keep accurate mileage records.
- Schedule Providers for services in client homes.
- Assist with bi-weekly Provider payroll and audits.
- Establish good rapport with aging population –be punctual, be pleasant, be courteous and understanding.
- Communication between the Supervisor and Assistant is key to the efficient running of the office. Keep Supervisor informed of status of the clients and all other information pertaining to In-Home Services.
- Report to the Board of Directors at their monthly meetings.

GENERAL:

- Must be neat and clean in appearance .
- Wear appropriate clothing for the position – comfortable & casual office attire. Must conform to ACCOA dress code.
- Must be friendly, respectful and polite..
- Must be able to visit clients in their homes. Allergens such as dust, cats and dogs and others will be encountered regularly.

Please email resume to cbrule.accoa@yahoo.com or apply in person, see Christine @ ACCOA 207 Church St. Lincoln, MI