

**KENNETH YOUNG CENTER (KYC)
HUMAN RESOURCES
JOB DESCRIPTION**

**PART TIME CARE COORDINATOR, CHOICES PROGRAM
OLDER ADULT SERVICES**

Job Scope: Choices Program Care Coordinator provides hospital and community based prescreening services to older adults and persons with disabilities to assure the appropriateness of referrals for skilled nursing facility placement and to provide seniors with information about their choices and options for community based care.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Primary Responsibilities

- A. Conduct and complete pre and post screenings to determine the appropriate level of care in hospitals, skilled nursing and supported living facilities
- B. Educate clients and their families on choices/options for care when appropriate
- C. Establish and maintain a system for receiving referral information and scheduling prescreening appointments
- D. Establish and maintain a system to provide hospital and nursing homes with necessary prescreening documentation to assure smooth transitions to care
- E. Act as the liaison between hospital discharge planners, nursing home staff, clients and their families as necessary to facilitate care
- F. Work cooperatively with other Choices Care Coordinators to assure coverage of hospital and community Nursing Home Prescreens
- G. Work cooperatively with agency staff to maintain continuity of care for clients receiving multiple services
- H. Interpret and communicate, at the service delivery level, Center policies and procedures.
- I. Demonstrate knowledge of Choices documentation standards and capacity to meet documentation requirements.
- J. Cooperate with the Supervisor of Compliance and Billing to assure timely and accurate billing
- K. Participate in supervision as directed with the manager and in regular performance evaluations
- L. Participate in staff development and training
- M. Participate in Team Meetings and All Staff Meetings at the discretion of the supervisor
- N. Ensure client confidentiality in accordance with KYC policy and HIPAA requirements.

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work

- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

III. Core Competencies

- A. Complete comprehensive service needs assessments and care planning
- B. Demonstrate comprehensive knowledge of geriatric issues and those effecting persons with disabilities as well as the community services, resources and benefits available to mitigate those issues
- C. Provision of care and transition services including benefits education and access to entitlements for the target population

IV. Special Competencies

- A. Maintain DOA Community Care Program Certification
- B. Complete comprehensive assessments and transitional care assessments in hospitals
- C. Meet standards of chosen transitional care models
- D. Maintain valid Driver's License and auto insurance on file with human resources.

V. Work Environment

- A. While performing the duties of this job, the employee regularly works in an office setting
- B. A majority of the employee's time will be spent in the community, driving to and from area nursing and supportive living facilities and occasionally client homes to perform screenings of the appropriateness of the living situation.
- C. While in residential facilities and client homes the employee may be exposed to varying home conditions based on assigned caseload.

VI. Travel

- A. While performing the duties of this position, the employee travels by automobile about 75% of the time and is exposed to changing weather conditions.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

VII. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, to stand, walk, use hands to finger, handle or feel; reach with hands and arms above the shoulder, bend/stoop/squat, climb stairs, push or pull, and grasp/grip equipment. Vision requirements – ability to read small numbers.

- C. Employee is occasionally required to carry, move or transport health records or other objects weighing as much as 25 lbs. while conducting assessments or meeting with clients.
- D. The employee is regularly required to drive in the community and must be able to use their faculties to drive safely and in compliance with Illinois laws

VIII. Education and Experience

- A. Bachelor's degree from an accredited college or university in social work, psychology or a related discipline
- B. Previous experience in the provision of social services to older persons and/or persons with disabilities
- C. DOA Community Care Program Certification preferred

IX. Chain of Authority

- A. Reports to the Manager of Transitional Care Services

X. Schedule/Time Keeping

- A. Part Time, Hourly, 24 – 28 hours per week
- B. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.
- C. Some weekend availability is required

Kenneth Young Center is an Equal Opportunity Employer