

# From establishing client relationships to cultivating caregiving excellence this is care coordinating.

**Are you motivated, dedicated and dependable? Do you love to go above and beyond to help others?**

At FirstLight® Home Care, we're dedicated to hiring people who have a passion for excellence. We are looking for individuals who believe in fostering teamwork and collaboration and who have a heart for helping us grow and succeed so that we can provide exceptional care and compassion to our clients everyday. We're currently searching for a Care Coordinator who is committed to making a difference in the lives of others.

When we find these amazing professionals, we believe in taking really good care of them because individuals who believe in the FirstLight Culture of Care – our commitment to service excellence, personal growth and accountability – will help us improve the lives of our clients and their families.

## **Care Coordinator responsibilities include:**

- Effectively establish a rapport with caregivers and clients
- Manage day to day office and field operations to ensure quality assurance of services
- Perform initial and ongoing in-home evaluation, caregiver introductions, coordination and supervision of client services
- Recruit, train and supervise caregivers
- Take initiative and determine actions to meet goals

## **The ideal candidate will have:**

- One to three years of home care or healthcare industry experience and/or training
- Strong management or supervisory experience in a team-orientated workplace
- Previous scheduling and planning experience
- Exceptional interpersonal and communication skills
- Outstanding relationship building and leadership skills
- Ability to effectively manage the demands of the job

## **FirstLight offers:**

- Competitive pay and comprehensive paid training
- Rewards and recognition programs
- Culture of Care environment
- Exceptional support team

FirstLight Home Care is a leading provider of non-medical home care services, helping individuals achieve the quality of life they deserve. We are a lifeline and peace of mind not only for seniors, but for people recovering from illness, injury or surgery; adults with disabilities; new and busy mothers; veterans; and anyone over the age of 18 who needs extra assistance.



## **NOW HIRING Care Coordinator**

We are a helping hand, team players, guiding lights, initiators, problem solvers, mentors, hope { caregivers }.

