

# CARE COORDINATOR

## **JOB SUMMARY:**

The Care Coordinator is responsible for directly interacting with clients performing service evaluations, originating service plans, scheduling, and supervising care.

## **ESSENTIAL FUNCTIONS:**

- Understands and adheres to established Agency's policies and procedures.
- Performs initial and ongoing in-home evaluation and supervision of services.
- Completes appropriate visit records in a timely manner as per Agency's policy.
- Assists in coordination of care for client services.
- Reports changes in client condition to agency employees involved in client's care.
- May perform orientation and training.
- Participates in quality assurance reviews and evaluations of the agency's services.

## **JOB SPECIFICATIONS:**

- H.S. Diploma or GED, some college preferred.
- Previous management experience.
- Prior scheduling experience preferred.
- Computer skills including but not limited to MS Office, MS Excel and Scheduling program.
- Have an empathic attitude toward the care of the sick and elderly.
- Ability to carry out directions, read and write.
- Maturity and ability to deal effectively with the demands of the job.

## **Working Environment:**

Works in FirstLight HomeCare office, client homes, including travels to/from client homes.

## **Lifting Requirements:**

Ability to perform the following tasks if necessary:

- Participate in frequent physical activity.
- Maintain stamina during extended periods of time while standing and being involved in physical activity.
- Moderate lifting not to exceed 25 pounds.
- Constantly position self to do extensive bending, lifting and standing on a regular basis to assist clients.

## **Risk Exposure:**

High risk

**JOB RELATIONSHIPS:**

Supervised by: Administrator

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an administrator, I will perform these duties to the best of my knowledge and ability.

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Date

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Signature