Position: Elder Care Services Coordinator

FLSA Category (Check one):  □ Exempt  □ Non-Exempt

Primary Site Assigned to: Cannon Street/Community
Immediate Supervisor: Director of Resident Services

General Description:
The Elder Care Services Coordinator will address key needs of our current senior resident population while building our capacity to expand services and supportive housing for the growing number of seniors in Dutchess County.

Principal Duties:
1. The coordinator will work to insure that homeless and/or low-income seniors receive the support they need to successfully obtain and sustain stable, high-quality housing as they manage the challenges associated with aging and maximize their health, well-being, and quality of life.
2. The coordinator will work with seniors who are homeless or in imminent risk of becoming homeless will obtain permanent housing that meets their needs, capabilities, and personal preferences.
3. The coordinator will work with low-income seniors who reside in HRH-operated permanent housing will be provided supportive services; linkages to community resources; and health, wellness, and socialization activities that will enable them to safely sustain their housing and maximize their well-being and quality of life.
4. The HRH Elder Care Services Coordinator will provide training and guidance to 10 HRH Care Managers so they can better serve adults ages 60 and over who are on their caseloads.
5. The HRH Elder Care Services Coordinator will strengthen HRH’s Risk Management Policies and Procedures to better address the unique needs of seniors during and prior to an environmental disaster or health emergency such as the current COVID-19 pandemic.
6. The HRH Elder Care Services Coordinator will establish and strengthen partnerships with senior service organizations and interagency networks that will enhance HRH’s capacity to serve Dutchess County’s growing senior population.
7. The coordinator will facilitate needs assessments and develop service plans with those among the residents at 40 Cannon Street who are struggling to sustain their housing, meet their daily needs, and manage their physical and mental health.
8. Assist HRH Care Managers who work with seniors in other agency programs that are not exclusively designated for seniors.
9. Monitoring confidential participant files, case notes, records and reports as required. This would include timely and accurate information entered into the HMIS database.

10. Participating in planning efforts to evaluate the program's effectiveness, identify needs and trends, and develops strategies to overcome challenges and enhance program quality.

11. Obtaining ongoing training as required and as necessary to effectively perform duties and provide professional growth.

12. Performing other duties as required.

**Qualifications:**

**Education:** BA/BS in human service field or equivalent combination of education, training and experience.

**Experience:** Work experience with the senior population. Must have competent reading and writing skills along with strong communication skills. Must have good working knowledge of computer use and enhanced typing/keyboarding skills are necessary.

**Required Behaviors:** Must have excellent organizational skills and have the ability to prioritize the demands of the job. Must demonstrate sensitivity toward the Program's target population, and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, non-judgmental able to work independently and as part of a team. Must have a strong commitment to personal and professional ethics and standards and be able to set and maintain appropriate boundaries with Program participants. Must be dependable and flexible.

**License Requirements:** Valid NYS Driver's License required. Must have reliable transportation to be used during the course of the work day to transport clients as necessary. Proof a valid car insurance policy.

**Other:** Home or cellular telephone required.

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Employee Signature: ______________________________   Date: ______________