CARE COORDINATOR

Peninsula Agency on Aging (PAA) is currently seeking an individual to serve as Care Coordinator to identify, assess, advocate, and provide information and referrals to individuals over the age of 60 and their caregivers.

Introduction
Peninsula Agency on Aging has been providing services that have enabled seniors to live independently since 1974. Our mission is to support the independence and quality of life of Peninsula residents, primarily 60 years and over, by advocating, arranging, or providing vital human services.

Core Competencies
Our staff value and model empathy and compassion, reliability, ability, respect for all, and communicating with kindness.

Key Responsibilities
As a Care Coordinator, you will utilize interviewing skills to screen and complete in-home assessments for home delivered meals, personal care, adult day care, and other community programs, assist clients and their caregivers in securing needed agency and community services including providing information, making referrals, assisting with completing applications, and following up to assure the services are provided. As a Care Coordinator, you will also refer all suspected situations of adult abuse, neglect, exploitation to the Department of Social Services, maintain current and accurate client records and prepare reports as required, and enter client assessment data into database.

Essential Skills and Experience
We are looking for applicants with a degree from an accredited college or university in Social Work, related field, with community service experienced preferred. Applicants will possess excellent oral, written, and interviewing skills; ability to relate to elders and family caregivers from diverse cultural backgrounds; work with individuals who have literacy and/or physical limitations; ability to maintain effective working relationships with clients, family caregivers, other professional staff, community agencies, and the general public; knowledge of Person Centered principals and services available to older adults, working knowledge of Microsoft Office Suite; valid driver’s license (required). This applicant must be willing to travel and have the flexibility to take on new tasks as new programs are added.

Benefits
In addition to our highly accessible central location in Newport News, Peninsula Agency on Aging offers a competitive hourly rate, vacation and sick leave, agency paid life insurance, 403b plans, and an inclusive work environment that is flexible, friendly, positive, and rewarding.

Hourly Rate - $18.15, Full-time, 8:30 a.m. - 5:00 p.m.

Individuals age 60+ encouraged to apply.
Senior Friendly Workplace, Inclusive Workplace, Equal Opportunity Employer, Affirmative Action Employer, Drug free workplace

Please apply online at http://www.paainc.org and select “About Us” then “Employment Opportunities.”