



# Macon County Health Department

## Job Opening

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Job Title: Care Coordinator

Division: Starting Point

Minimum Qualifications: Minimum of Bachelor's Degree in health/human services or Registered Nurse, with one year of experience with community agencies and a working knowledge of services available in Macon County including, but not limited to those serving seniors and people with disabilities. Must have excellent communication, organizational, and decision-making skills.

Must have the ability to work with diverse community groups. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions (i.e. dirty, cramped). Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.

Summary of Job Duties: Provides case management services for persons age 60+ to assist them with safe and independent living. Provides on-site/in-home assessments to determine needs of client and eligibility for program. Assists clients with completion of Department of Health and Human Services (DHS) application and follow-up. Develops care plans and arranges in-home services and adult day care services needed to maintain appropriate support for client. Makes appropriate referrals to other agencies when necessary. Provides needed information to client/family and acts as advocate on client's behalf. Maintains working knowledge of state/regional rules and regulations. Attends meetings and trainings as requested, which may include traveling out of town. Completes nursing home prescreens (NHPS) as needed, and is on-call during designated weekends for NHPS. Completes required paperwork within timelines. Responsible at all times to protect the confidentiality of each client's file. Performs other duties as requested by the Supervisor(s).

How to Apply: Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconcountyhealth.org](http://www.maconcountyhealth.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconchd.org](mailto:hr@maconchd.org)

*The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.*