



Macon County Health Department

Job Opening

Job Title:	Caregiver Support Person/Starting Point Information Specialist
Division:	Starting Point
Minimum Qualifications:	<p>Minimum of Bachelor's Degree in health/human services or RN 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.</p> <p>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 a 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.</p>
Summary of Job Duties:	<p>Provides information, referral, and outreach services by phone or face-to-face visits with an older individual and/or her/his caregiver(s). Conducts community outreach activities, such as presentations on Starting Point services when needed. Maintains current information with respect to the services and opportunities available to seniors and/or people with disabilities. Enters information and referral information into Aging Connections Official Reporting Network (ACORN). Attends Senior Health Insurance Program (SHIP) training, ongoing educational meetings, and other meetings pertinent to program goals. Back up to the SHIP Coordinator. Participate in SHIP coordinator calls. Maintains Diabetes Self-Management Program (DSMP) certification. Holds required courses and maintains needed record keeping. Maintains Senior Health Insurance Program certifications, Alliance for Information and Referral Services certifications, and Care Coordinator certifications. Submits proof per Division protocol. Completes outreach and promotes SHIP through speaking engagements and marketing. Enter client contact forms and Public Media/Activity Forms in the ACL/STARS reporting system monthly. Assists with the establishment of a Caregiver Support Team comprised of local participating individuals and organizations that assists seniors and grandparents raising grandchildren. Develops and/or collaborates with other agencies to ensure Caregiver Support Groups and Grandparents Raising Grandchildren Support Groups are established and ongoing. Implements and administers the Caregiver Screening and Assessment Process and completes a caregiver service plan. Assists with the development and/or collaborates to ensure adequate Caregiver Training and Education are available. Assists with maintaining a Resource Library/File needed for Caregivers and Grandparents Raising Grandchildren. Provides emotional support and counseling to Caregivers and Grandparents Raising Grandchildren. Promotes, markets, and completes public relations activities for the Caregiver Advisory Services Program through presentations, networking, and print/media promotions. Develops bi-monthly Caregiver Newsletter and maintains mailing list. Maintains case records, including</p>

documentation and follow up. Accesses gap funds and Caregiver Respite funds. Refers, coordinates, and networks with other agencies in the community as well as within the Health Department to meet the needs of the caregivers. Participates in all Caregiver Advisor quarterly calls held with ECIAAA. Attend the Special Needs Advisory Panel when the group is active. Attend the Central Illinois Care Network monthly meetings. Attend as back up for the Starting Point Advisory Council meetings to give updates on Caregiver, CPOE/SIS and DSMP. Trained on Options Counseling and provide Options Counseling. 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 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

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