



Aging Programs Care Coordinator

Class Code:
0870

CIVIL SERVICE COMMISSION

Bargaining Unit: CWA 4502 OT Exempt

CITY OF COLUMBUS

Established Date: Nov 9, 1987

Revision Date: Aug 31, 2020

SALARY RANGE

\$22.18 - \$33.27 Hourly

DEFINITION:

Under general supervision, is responsible for completing comprehensive health and psychosocial assessments of assigned consumers and developing a plan of care which meets the consumers' health needs; performs related duties as required.

EXAMPLES OF WORK:

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assesses the health and social environment of consumers to determine needs; documents problem areas and desired consumer goals; develops consumer service and care plans and makes appropriate referrals to various agencies and service providers;

Makes appropriate arrangements through formal and informal services to meet consumer and agency goals;

Provides appropriate crisis intervention to deal with personal needs and concerns of clients and caregivers, living conditions, and medical issues;

Conducts telephone interviews regarding nursing facility admission and community-based long-term care services for interested individuals;

Interprets and applies program requirements for individuals applying for nursing facility admission or community-based long-term care services;

Conducts pre-admission screenings and desk reviews to determine program and services eligibility;

Monitors services delivered to consumers on an ongoing basis to ensure that the consumers' health and safety are maintained;

Makes consumer home visitations to conduct assessments and reassessments in accordance with agency policies and procedures;

Maintains accurate and up-to-date case records, documenting in accordance to agency policies;

Attends meetings and training sessions as assigned;

May recruit individuals to serve as volunteer guardians; may provide advocacy to volunteer guardians through training, support, and guidance.

MINIMUM QUALIFICATIONS:

Possession of a valid State of Ohio license as a Social Worker **OR** possession of a valid State of Ohio license as a Registered Nurse.

Some positions may require the possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of social work or nursing principles and practices; general knowledge of home health care and case management principles and practices; general knowledge of Medicare and Medicaid rules and regulations; general knowledge of local social services and community resources available to support activities of daily living for older adults in addition to individuals of all ages who have physical disabilities or unstable medical conditions; general knowledge of the principles of behavioral health; general knowledge of the principles of gerontology; some knowledge of medical terminology and pharmacology; some knowledge of crisis intervention techniques and conflict resolution methods; ability to communicate effectively with others, including older adults in addition to individuals of all ages who have physical disabilities and unstable medical conditions; ability to develop and maintain effective working relationships with others; ability to accurately record, track progress, and organize information for case records; ability to operate a computer and use applicable software programs; ability to maintain awareness of personal safety and take appropriate personal protective measures when entering unknown situations and potentially offensive conditions.

PROBATIONARY PERIOD:

365 Days

EXAM TYPE:

Noncompetitive