

Job Description

Care Coordinator

Reliable, Relatable. Remarkable. Our motto and our commitment.

This position is responsible for ensuring our clients receive optimum care. Using your management skills, you'll meet with prospective clients to assess their needs in order to continue living independently and develop a care plan. You'll schedule and supervise assigned non-medical and licensed care providers to assure we're providing the best care. Through training and guidance you'll set the course for how our associates provide in home senior care.

The Care Coordinator assists in delivering extraordinary care and service to seniors while focusing on establishing working relationship with clients and their families. Our ideal candidate will be an organized individual with supervisory interest looking for a flexible job opportunity.

You will be successful in this role if you:

- Have a desire to help seniors live independently.
- Enjoy the challenge of scheduling caregivers.
- Have and want flexibility for work hours.
- Desire to build relationships with potential and existing clients, their families and care providers.
- Can resolve issues with a sense of urgency, respect and effective outcomes.
- Are willing and able to provide care for clients when no other provider is available.
- Can handle administrative tasks.

Responsibilities:

This role performs activities to ensure both our clients and employees have a remarkable experience working with our agency. This role manages the care schedules for all clients and works with employees to make sure they get all the hours they have requested with an eye to achieving their territory goals.

Manage Schedules – 25%

Manage shifts for clients and employees. Complete daily tasks in established priority order, accurately follow procedures and skillfully utilize company technology.

Customer Service – 25%

Support the company goal of reliable and remarkable service.

Territory Results – 50%

Support company financial goals through the achieve of your assigned territory's performance.