

JOB POSTING

Position Title	Care Coordinator Unit- Care Coordinator
Department	Public Health
Shift	Full time - days
Salary (Optional)	Classified as Profession Position (P-2) Dependent on experience
Brief Job Description	This professional position performs intake, assessment, care planning and case monitoring of senior citizens.
Education Requirements	Bachelor's degree required. Preferably in social work or health related fields. Must have excellent communication and organizational skills. Needs to be flexible and cooperative in fulfilling position duties.
Additional Comments	Must successfully pass a background check and have a safe driving record. Must furnish own vehicle for home visits. Must be responsible, trustworthy and able to provide services in a non-judgmental manner.
Instructions for Applying	Submit resume to: Jackie Dever RN, BSN, Administrator Livingston County Health Department 310 E. Torrance Ave., PO Box 650 Pontiac, IL 61764 FAX: 815-842-1063 Email: jdever@lchd.us OR go to https://www.vscyperhosting3.com/livingston/
Application Deadline	Until filled

- Perform intake and screening of inquiries within IDOA timelines
- Performance and/or approval of Choices for Care prescreening within policy timeframes.
- Conduct home visits and administer IDOA Comprehensive Needs Assessments/ collect all documents needed to verify eligibility for the CCP program within IDOA timeframes.
- Assist CCP participants with Medicaid applications and redeterminations before due dates.
- Conduct mandatory 6-month visits on CCP cases in the homes and complete IDOA checklist.
- Conduct monthly monitoring calls to CCP participants.
- Develop a person-centered plan of care which incorporates both formal and informal support systems.
- Make referrals to appropriate community agencies and respond to applicant.
- Authorize, arrange and document all appropriate CCP services within policy timeframes.
- Create a case file for each participant and document all contact with participants which includes all CCP forms necessary to maintain file according to the CCU administrative code.
- Participate in on-call weekend rotation and complete Choices for Care Prescreens
- Complete Maximus/Assessment Pro trainings to utilize the system for the Choices for Care Prescreens/DONS
- Enter Critical Event Reports as they apply/conduct 60 day reviews within timeframes
- Execute the policies and procedures as directed by the Illinois Department on Aging
- Promote community education and awareness of program services.
- Participate in staff meetings and continuing education activities to keep abreast of professional standards/knowledge.
- Attend all required meetings, workshops and training and keep personal log up to date.
- Complete assessments & case notes and turn into billing within the allotted timeframes.
- Knowledge on LCHD policies and procedures.
- Complete time and mileage logs and turn in to Supervisor timely.
- Other duties as assigned.

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