

**COUNTY OF LEELANAU
JOB DESCRIPTION**

AGING WELL RESOURCE COORDINATOR

Supervised By: Leelanau County Senior Services Director

Supervises: No Supervisory responsibility

FLSA: Non-Exempt

General Summary:

Under the direction of the Leelanau County Senior Services Director, assists older adults and their families with the creation of an aging well strategy. Participates with Care Coordinator to complete an in-home comprehensive assessment. Identify and effectively connect seniors with existing community resources for an array of needs to support seniors leading a fulfilling, healthy, safe and secure life. Prepare reports, manage databases and develop other documentation as required.

Essential Duties and Responsibilities:

1. Completes in-home assessment in collaboration with Care Coordinator to determine a senior's needs; analyzing the types, frequency, and other characteristics of services that are used, needed and desired and eligibility for services.
2. Foster an awareness of and effectively connect people to existing community assets to empower them to maintain health and independence within their community.
3. Assist a senior in developing a personal age well strategy.
4. Participates in meetings; coordinates information and care requirements with other care providers.
5. Responds to referrals and requests for services. Demonstrates ability to systemically assess situations and triage appropriately as to how LCSS can assist a senior in meeting their goals and needs for aging in place.
6. Consults with other service professionals, offering and receiving suggestions, advice and information on providing care and support for seniors.

9. Provides data entry services to seniors including case notes. Prepares reports on individual seniors and programs as directed by the Senior Services Director and other governmental authorities as needed.
10. Serves as liaison to community agencies, providers, and aging networks; developing and maintaining productive relationships required to carry out job activities. Serves as a role model within and outside of Senior Services.
11. Sponsor and collaborate with community members to provide implement and facilitate educational and social programs for seniors and caregivers.
12. Market programs utilizing all media formats.
13. Stays current with professional journals, articles and books concerning seniors' challenges, health concerns, Medicare/Medicaid, relevant laws, mental health, and substance abuse.
14. Assists with inventories, managing and coordination of personal safety equipment related to medical equipment loan closet and emergency pendants, as well as coordinating with emergency providers.
15. Assists and supports LCSS office operations.
16. Attends and provides staff support as requested to committees of the County Board of Commissioners.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Social Work, Sociology, Gerontology, Psychology, Human Services or related field.

Experience: At least 1 year of experience working with seniors. Experience working with the needs of vulnerable populations with diverse backgrounds who have complex physical and social needs. Excellent organizational and problem-solving skills. Must be a team player, flexible, and able to handle multiple tasks at once.

Other Requirements: Valid Michigan Driver's License. Computer knowledge and experience working in computerized systems such as Microsoft Outlook, Word, Excel. Ability to lift 50 lbs.