

SERVICE COORDINATOR FUNCTION

The Service Coordinator will work to improve the quality of life for the residents and promote independent living. The Service Coordinator will increase residents' access to services and facilitate their participation in the Supportive Services programs that enhance their physical, social, and mental well-being.

Responsibilities

- Maintain compliance with PHGFA regulations relating to Supportive Services.
- Provide general assistance and advocacy related to supportive and social services to all residents; provide up-to-date information and clarification regarding programs such as Medicare, Medicaid, entitlements, and formal supportive and social services.
- Develop and maintain linkages with community resources such as the Area Agency on Aging in order to remain current regarding information and services available to address resident needs.
- Act as liaison with local care providers and hospitals to ensure successful discharge from care facilities and return transition of residents to their apartments.
- Work cooperatively with residents and their families when planning for relocation to a nursing home or other long-term care facility is required.
- Promote a positive social climate that fosters residents' psychosocial well-being by developing, implementing, and monitoring educational, recreational, and therapeutic programs for resident participation.
- Address the social and recreational needs of the senior community with the assistance and participation of the resident.
- Identify leaders among the residents to volunteer to manage aspects of the service program and social and recreational functions in the development. Encourage volunteerism.
- Educate residents to services available on-site and in the community.
- Create new services or increase the availability of existing services to meet resident needs.
- Empower residents to meet their own needs through education, training, and accessing services for themselves.
- Create and distribute brochures, newsletter.
- Document contact with residents, providers, and families. Keep residents files current.
- Prepare reports regarding service provision and update service plan in accordance with governing bodies.

Skills/Background

- Enthusiasm in working with residents and outside community resources
- Experience in housing programs
- Computer and technology experience
- Strong written, interpersonal, verbal skills

Minimum Requirements

- 2 years experience in the field of social services
- A working knowledge of the local social service system or the proven ability to quickly develop such knowledge
- Demonstrated experience in successfully working with diverse populations
- Competent computer and technology skills

Interested candidates should submit their resumes to Erin Hart at ehart@american-healthcare.net or by fax to (412)563-8319. The deadline is Thursday, September 10, 2009.