



<b>Job Title:</b>	<b>Associate Health Services Care Coordinator</b>	<b>Reports to:</b>	<b>Health Services Care Coordinator</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>	<b>Position Type:</b>	<b>Part-time (20 hours/week)</b>

*Our Mission- Enable the aging and home bound to live at home independently, safely, and with dignity.*

**Organization Overview:** Enable Madison County is a non-profit agency located in Huntsville, Alabama, that has been providing services to individuals aged 60 and older, as well as to the homebound of all ages (including those who are wheelchair or bed bound), since 1979.

Our mission at Enable Madison County is to empower the aging and homebound to live independently, safely, and with dignity in their own homes. Our aging-in-place program is specifically designed to support these individuals by offering volunteer services that address their unique physical and emotional needs.

The success of Enable Madison County's mission relies heavily on the tremendous support we receive from the local community. All of our services are provided free of charge to clients and are based solely on need, without regard to income, race, social status, or religion. Enable Madison County does not receive any federal or state budgeted funding or insurance reimbursements, and we are a 501(c)(3) non-profit organization.

For 45 years, we have been dedicated to serving the North Alabama community.

**Full Job Description**

The Associate Health Services Care Coordinator is responsible for receiving intake calls, providing information, scheduling visits, and managing referrals to both inter-agency and intra-agency resources. The Care Coordinator collaborates with agency staff to ensure that clients' needs are met and that supportive documentation is completed promptly. This role supports Enable's mission and operates within the guidelines of Enable's policies and procedures.

**Key Responsibilities**

- Conduct a preliminary assessment of the client's circumstances and resources.
- Perform home visits to evaluate clients' safety, support systems, physical and emotional well-being, and case management needs.
- Connect clients with both direct and indirect service providers to arrange for the needs outlined in their care plans.
- Provide case management and care coordination services.
- Modify care plans as necessary.
- Collaborate with the Health Services Care Coordinator to gather data for reporting purposes. Compile monthly reports.
- Keep all client records updated.
- Meet regularly with the Health Services Care Coordinator to review client status and ensure that services are being delivered as planned.
- Attend Enable Team meetings.



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- Participate in community-based events, which may occur outside of traditional work hours.
- Performs other duties as assigned by the Health Services Care Coordinator and/or the Executive Director

**Qualifications**

- A Bachelor's Degree or relevant experience in Social Work or related fields
- At least one year of experience in a healthcare or community services environment
- Previous volunteer or paid work experience in a non-profit agency is a plus
- Proficiency in Microsoft Office
- Experience with FileMaker Pro is preferred
- Strong communication and interpersonal skills
- Excellent organizational and time-management skills
- Effective problem-solving abilities Attention to detail, particularly regarding documentation
- Ability to interact with diverse groups of people
- Ability to thrive in a fast-paced environment
- Commitment to Enable's mission

**Attributes**

- Creative and open-minded
- A desire to learn
- Self-motivated
- Strong work ethic
- Team-Oriented
- Dependable

**Physical demands**

The physical demands outlined below are typical for employees to successfully perform the essential functions of this job. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill these essential functions.

As a Care Coordinator, you will primarily work in an office environment. You may spend approximately 50% of your time in a stationary position.

Additionally, the role requires you to perform tasks outside of a typical office setting, which may include the following physical demands:

- Climbing, ascending, or descending stairs and ramps
- Stooping, kneeling, crouching, and bending



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- Standing for extended periods
- Lifting items weighing 10-15 pounds

**Work environment**

As an equal opportunity employer, Enable Madison County is committed to providing reasonable accommodations to qualified applicants and employees with disabilities, in accordance with applicable laws, unless doing so would create an undue hardship. The characteristics of the work environment described here reflect the conditions an employee may encounter while carrying out the essential functions of this job.

The work is primarily conducted in an office setting, where attention has been given to the health, safety, and comfort of employees. The employee is required to provide personal transportation for work-related travel within the agency's service area. Additionally, the employee may need to travel outside of this area, which may occasionally involve overnight stay.

**Schedule**

- Monday through Friday from 8 AM to 4:30 PM.
- Weekends and nights as needed

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<b>Last Date Updated</b>	<b>10/25/2024RA</b>
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I certify that I can perform all the assigned duties as stipulated in the Associate Health Services Care Coordinator job description.

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Employee Signature

\_\_\_\_\_  
Date