### Job Posting

<table>
<thead>
<tr>
<th>Position:</th>
<th>C.A.R.E.S. Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Clinical &amp; Community Services</td>
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<td>Reports to:</td>
<td>Geriatric Services Manager</td>
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<tr>
<td>Application Process:</td>
<td>Email resume and cover letter to Deana Smith at <a href="mailto:dsmith@jfsannarbor.org">dsmith@jfsannarbor.org</a>. No phone calls, please.</td>
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### Overview of Position

To implement and provide appropriate caregiver support services based on assessing needs of caregivers and older adults for whom they are providing care through the C.A.R.E.S. These support services implemented will include respite in-home care, caregiver education, resource advocacy, and other direct JFS services as appropriate in order to maximize functioning and improve quality of life.

### Requirements

1. Complete agency assessments for needed services and supports, in locations convenient to the caregiver and older adult.
2. Facilitate direct caregiver support through seminars and workshops relating to caregiving education and skills.
3. Enroll caregivers and older adults in eligible agency support programs, as well as state entitlements and benefits.
4. Communicates with family members and caregivers in order to coordinate services and enhance client functioning.
5. Maintain caseload of participants enrolled in C.A.R.E.S. program, ensuring records remain compliant with program guidelines.
6. Assist in development of caregiver services offered through Older Adult Services department, including implementing a volunteer caregiver program.
7. Create innovative outreach programs to increase caregiver engagement for Washtenaw county residents.
8. Monitor and evaluate direct program interventions and outcomes.
9. Oversee Washtenaw County Caregiver Calendar.
10. Engage in community agency meetings and partnerships relating to caregivers and their needs.
11. Identifies community resources relevant to client needs, makes appropriate referrals, and follows up to monitor service delivery.
12. Maintains client documentation standards by preparing and completing, in a timely manner, all required records and reports for all assigned clients, electronically in database and in paper files.
13. Maintains client confidence and protects operations by keeping information confidential.
14. Ensures dissemination and comprehension of information inter and intra agency by appropriate written, oral and technological communications.
Employment Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor’s degree in Social Work is required. One year of experience preferred.