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Job Posting

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**Position:** CARES Coordinator  
**Department:** Clinical & Community Services  
**Reports to:** Geriatric Services Manager  
**Application Process:** Email resume and cover letter to Thomas LaSalvia at lasalviat@jfsannarbor.org.  
No phone calls, please.

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**Overview of Position**

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To implement the Caregiver Assessment Respite Education and Support (CARES) program for caregivers of older adults. To provide appropriate caregiver support services and case management based on assessing needs of caregivers and older adults for whom they are providing care. These support services implemented will include organizing 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.

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**Job Requirements**

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1. Enroll caregivers and older adults in eligible agency support programs, as well as state entitlements and benefits.
2. Complete agency assessments for needed services and supports, in locations convenient to the caregiver and older adult.
3. Maintain caseload of participants enrolled in CARES program; assess client functioning to determine service needs and provide ongoing monitoring of client progress
4. Communicate with family members and caregivers in order to coordinate and provide linkage to services that enhance client functioning.
5. Facilitate direct caregiver support through seminars and workshops relating to caregiving education and skills.
6. Assist in development of caregiver services offered through Older Adult Services department, including implementing a volunteer caregiver program.
7. Identifies community resources relevant to client needs, makes appropriate referrals, and follows up to monitor service delivery
8. Create innovative outreach programs to increase caregiver engagement for Washtenaw county residents.
9. Monitor and evaluate direct program interventions and outcomes.
10. Engage in community agency meetings and partnerships relating to caregivers and their needs
11. 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.
12. Maintains client confidence and protects operations by keeping information confidential.

## **Employment Qualifications**

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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, Master's degree preferred. One year of experience preferred.
- Demonstrates ability to respect individual/family diversity and maintain confidentiality.
- Demonstrates ability to work as a team member.
- Knowledge of and ability to work collaboratively with providers and county/community health and human services.
- Ability to demonstrate excellent communication skills both oral and written as well as strong interpersonal skills.
- Proven ability to work independently and to be able to manage time appropriately
- Strong organizational skills.
- Computer literate. Must be able to utilize computer documentation software.