Position Title: Caregiver Coordinator

Date: February 2012  Reports to: Aging & Disability Resource Center Manager

Purpose of Position:

The Caregiver Coordinator is responsible for providing information, assistance, and support to access services to caregivers in Dunn County.

Essential Duties and Responsibilities

1. Provides information and assistance to the public/participants regarding programs, including NFCSP and ASCSP (National Family Caregivers and Alzheimer’s Family Caregivers)

2. Conducts interviews of caregivers/families to assist in gaining access to services.

3. Maintains the budget for both NFCSP and AFCSP, ensuring both group and individual services are offered.

4. Provides individual counseling, organization of support groups, and training to caregivers to assist in making decisions and solving problems relating to their caregiver roles.

5. Facilitates support groups. Provides follow up contacts when necessary.

6. Provides outreach, community education regarding programs.

7. Makes referrals to and maintains contact with other agencies, organizations, or providers. Coordinates services with a variety of providers.

8. Maintains complete and accurate case records. Performs general office work, as required.

9. Attends various staff training or other meetings, as required.

10. Performs other duties of a comparable level/type, as assigned.

Essential Knowledge, Skills and Abilities:

- Knowledge of the principals and practices of assessment and case management.
- Knowledge of the dynamics of and experience in group process.
- Knowledge of challenges and rewards unique to care-giving.
- Knowledge of community resources.
- Knowledge of statutes, laws, and regulations pertaining to the areas of responsibility.
- Knowledge of record keeping requirements pertaining to program responsibilities.
- Knowledge of policies and laws related to confidentiality.
Skills:

- Effective group facilitation skills.
- Proficiency in oral and written communication.
- Ability to support caregivers through needs assessment and case management.
- Ability to establish and maintain engaged and effective working relationships with families, consumers, managers, other professionals, and other agency personnel.

Qualifications:

High school diploma or its equivalency; some college preferred.

A minimum of two years human service related experience or any combination of education and/or personal or professional experience that provides equivalent knowledge, skills and abilities.

Valid Wisconsin Driver's license and reliable transportation