



**Position: Care Coordinator**

**Duties:** As a Care Coordinator, Employee shall perform the following duties and obligations as part of Employee's employment:

- a. Monitoring clients in treatment to support recovery.
- b. Maintaining client records in One Step.
- c. Preparing written reports as needed.
- d. Maintaining positive relationships with referral sources and outside providers.
- e. Participating in implementing client's treatment: maintaining communication with client's, family members and counselors
- f. Responsible for urine testing/breathalyzers and recording of tests and results.
- g. Safety checks on the grounds of the facility
- h. Maintaining the sign-in/sign-out sheets.
- i. Maintaining the communication book.
- j. Responsible for the security of the program. This includes following the visitor protocol.
- k. Monitoring and documenting client behavior.
- l. Responsible for all incidents concerning client problems being reported directly to the Case Manager.
- m. Promptly report to the Case Manager any problems concerning the van, maintenance, supplies or any household problems.
- n. Interfacing with residents, referring their problems to the proper person resulting in the resident getting the assistance they need.
- o. Overseeing periodic special work details.
- p. Serving as a role model to clients.
- q. Performing crisis intervention when necessary.
- r. Arranging the transportation of residents to meetings, hospitals, etc. and if need be, may be asked to drive.
- s. Performing tasks delegated by Employee's immediate supervisor.
- t. Deescalate any conflicts or potentially violent situations with clients.
- u. Inspecting and making sure that all work details assigned to the clients are completed.
- v. Comply with Foundations' policies and procedures.
- w. Reports directly to the Case Manager



**Qualifications:**

- High School Diploma or equivalent
- Must pass Level II background screening
- Valid Driver's License, clean driving record, and ability to travel
- Must pass initial and random drug screens
- Minimum of 1 year of recovery from substance use disorder or other co-occurring disorder, if applicable
- CRPS (Certified Recovery Peer Specialist) Certification is preferred but not required
- Preferred lived experience with a substance use disorder or other co-occurring disorder
- Flexibility to work various shifts, including weekends or holidays

**Knowledge, Skills & Abilities:**

As a Care Coordinator, Employee hereby acknowledges and agrees that Employee has the following skillset at an intermediate to advanced level:

- Knowledge of Microsoft Office Suite (e.g., Word, Excel, PPT)
- Skilled in communication both verbally and in writing
- Skilled in coordinating, organization and attention to detail
- Ability to set priorities, complete tasks, and manage time well
- Ability to work independently and as part of a team
- Ability to provide empathy, compassion, and patience

**Physical Demands and Working Conditions:**

As a Care Coordinator, Employee hereby acknowledges and agrees that Employee is capable of the following physical demands and working conditions:

- Driving daily to Foundations property, to transport to appointments and other areas and locations.
- Lifting capability of ten (10) pounds, depending on what is taken (laptop, paperwork, etc.)
- Working irregular hours
- Reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Must be able to stand for long periods of time that exceed three (3) consecutive hours.



**Position Summary:**

The Care Coordinator helps to ensure Foundations' provides the highest quality services to their clients. This position addresses basic support. This position is responsible for ensuring assistance with services while maintaining compliance with Foundations' mission, policies, procedures, and FARR standards.

**Salary:**

Pay: \$17.50 per hour

Full Time

1 p.m. – 12 a.m. Pitman Schedule

Week 1: Work 3 days, off 4

Week 2: Work 4 days, off 3