

Intake and Lead Caregiver Coordinator

Ready for the next phase of your career in an industry that is only growing?

We are looking for someone who thrives on working with the public and finding solutions to the needs of seniors.

We need a Coordinator who is good with people, builds rapport and credibility easily, and connects the public to the services we provide. The Coordinator will transition clients to the caregiver assigned. In fact, we have a state-of-the-art matching app that will assist the Coordinator match clients and care staff.

If you have a demonstrated history of coordinating events and people, if you have a desire to help seniors in every way imaginable, and if you understand we all learn best by “doing” – then we would love for you to apply.

A few of duties performed:

- Respond timely to inquiries and documents timely within electronic system
- Conduct and accurately document on going client assessments/supervisory visits (and if you know what supervisory visits are - you are 2 steps ahead)
- Ensures new hires are fully acclimated to providing care in coordination with regulatory compliance and our policies
- Train caregiving staff using various software programs, group training, and one-on-one training
- Cover caregiving shifts as needed
- Participates in on-call phone rotation

Requirements:

- Sense of urgency in all matters
- Ability to learn and grasp all forms of technology and software used by Heavenly
- Ability to work shifts as needed at times without advance notice
- Keen sense of communication, ensuring multiple parties are aware of schedules, needs, conversations, follow up and outcomes.
- Experience in senior or other health care field highly preferred
- Valid Drivers License and Current Auto Insurance
- Ability to pass thorough background check

Please send a brief cover letter explaining how your skills related to this profoundly unique position. EOE.

