



## Bi-Lingual Service Coordinator

The Service Coordinator will be responsible for overseeing and providing service coordination and case management for members in CSI Support & Development co-ops. The Service Coordinator's responsibility is to empower the member to age in place and enhance the ability for members to remain living independently in the co-op.

Job Duties and Responsibilities include:

- Fluent in Spanish
- Assist and educate members and families of the services which may be necessary to maintain an independent lifestyle;
- Educates members, families and staff on available community resources;
- Assists members in building informal support networks among themselves and with family members and friends in their community;
- Acts as a liaison between community agencies, services providers and residents;
- Encourages members to be proactive in meeting their social, psychological and physical needs;
- Facilitates meeting of needs when necessary, but avoids the creation of unhealthy dependence;
- Uses the least restrictive intervention necessary to alleviate a problem situation;
- Works collaboratively with the members, Council, co-op liaison and other committees of the co-op
- Completes psychosocial assessments for members on a voluntary basis to help identify member's needs;
- Establishes relationships with local service providers who are currently providing or could provide services to members, and monitors the quality and effectiveness of their service delivery;
- Plans and implements educational and group programs;
- Participates in regular training and evaluation of program outcomes;
- Maintains a directory of community services and makes it available to members, families and management;
- Maintains individual files on members and documents contact with members, providers and families/friends;
- Completes reports and provides copies to appropriate parties in an accurate and timely manner



#### Job Qualifications:

- Bachelor's degree in social work or related subject
- 1-2+ years of experience preferred working with older adults in a community-based setting required
- Must have knowledge of senior community and area resources
- Good oral, and computer skills required; must be proficient in Microsoft Office Products
- Ability to work independently

#### Working Conditions:

- Ability to work with challenging clients
- Must access apartments in various conditions on a regular basis
- Standard work hours

#### Physical Requirements:

- Must be able to lift 20 or more pounds
- Ability to sit for extended periods of time
- Frequent use of the keyboard and phone

Submit resumes to [resumes@csi.coop](mailto:resumes@csi.coop) or fax to: (586) 751-3069

*CSI is an Equal Opportunity Employer*

