



## **Job Posting – April 20, 2023**

**POSITION:** ADRC COORDINATOR  
**REPORTS TO:** DIRECTOR - AREA AGENCY ON AGING  
**CLASSIFICATION:** SUPERVISORY POSITION

### **BASIC FUNCTION:**

Manages, implements and coordinates services provided by the Aging and Disability Resource Center (ADRC) for caregivers and care recipients in the region to ensure prescribed activities are carried out in accordance with specified objectives.

The ADRC Coordinator performs

- comprehensive consumer interviews and extensive person/family-centered assessments and futures planning,
- brokers, coordinates and authorizes a wide range of community-based long-term services and supports,
- serves as an advocate in guiding consumers through a complex and fragmented service delivery system, and
- ensures expedited delivery of services to meet consumer needs through the ADRC.

The ADRC Coordinator provides oversight and supervision and serves as backup to the AAA/ADRC Intake Specialist who serves as the primary point of entry for all clients accessing the AAA/ADRC navigation program.

### **DUTIES AND RESPONSIBILITIES:**

- Identification of clients, individual assessments/screening, individual service plan development, arranging necessary care and services, follow-up and ongoing monitoring of consumer status through the ADRC.
- Conducts an assessment intake or makes a community referral to all persons who call the program intake line.
- Accept referrals of potential consumers, caregivers and from other social service professionals.
- Track units of service navigation and other community-based support services; enters data into automated consumer tracking system and produces required reports on a timely basis.
- Maintain consumer files which include assessments, screening instruments, care plans, service authorizations and case notes.
- Establishes collaborative relationships necessary to ensure that collaboration occurs with appropriate service providers in the area, including any necessary memorandums of understanding or other such agreements, necessary to ensure that collaboration occurs with appropriate service providers in the region.
- Provides oversight and technical assistance to the ADRC.
- Maintains strict confidentiality on all records.
- Conduct all necessary trainings for resource coaches.

- Performs other duties related to the general administration and program operations as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Utilize person-family centered philosophy to conduct comprehensive consumer caregiver interviewing and information gathering and perform extensive person/family-centered assessment(s) that include functional, financial, social supports, health status, family supports, mental/cognitive status, risk identification and consumer goals through the ADRC and accurately interpret and assess client needs based on client verbalization and follow-up questions.
- Attend and represent the ADRC at various networking and resource information meetings, including Information Fairs, Workshops/CEU Events, CADS meetings, ADRC Steering Committee Meetings and State Advisory Council Meetings.
- Assist in the development and implementation of Promoting Independence (Community Awareness Relocation Services) program
- Periodic consumer review and follow-up to ensure service linkage and assure all aspects of service delivery are provided in a culturally competent and sensitive manner.
- Collaboration with ADRC IT System Administrator to ensure IT process(es) meet ADRC goals, including Constant Contact messages, consumer data management system, community agency referrals, data integrity, ADRC report development from data reports.
- Collaboration with AAA/ADRC Program Assistant to compile new client folders and client information packets as well accurate data entry of client information into client management information system.

### **PERFORMANCE QUALIFICATIONS:**

- Eligible to work in the United States (No Sponsorship)
- Alliance of Information Referral Systems Certification – CIRS or CIRS-A&D
- Benefits Counseling I Certification
- Strong interpersonal, written and verbal communication skills
- Ability to make professional judgements related to interpretation of social service needs and assessment according to ethical guidelines.
- Ability to manage multiple tasks and projects with minimal supervision.
- Strong customer service orientation to both internal and external key relationships.

### **EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in gerontology, sociology, psychology, social work, public administration, or a related field, or
  - o High School graduation, or its equivalent, plus at least four years experience in social services work, or
  - o Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **ADDITIONAL REQUIREMENTS, PERSONAL SKILLS AND ATTRIBUTES:**

- Must have a VALID Texas driver's license, proper vehicle insurance and use of vehicle to travel throughout the region
- Utmost professional and personal integrity
- Personal values consistent with the Deep East Texas Council of Governments.

**WORK HOURS:** Monday – Friday, 8:00 a.m. – 5 p.m. 32-hour week. (flex hours possible)

**SALARY:** \$24,960 to \$33,280 annually depending on experience. Benefits include retirement plan, health insurance, and other benefits.

**SPECIAL CONDITION OF EMPLOYMENT:**

Salaries of the Deep East Texas Council of Governments are funded by various state and federal grants; therefore, employment is conditioned on the availability of such funds.

**APPLICATION PROCEDURE:**

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: [lsargent@detcog.gov](mailto:lsargent@detcog.gov)
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at [www.detcog.gov](http://www.detcog.gov) under the “Notices & Resources:” tab.

**APPLICATION DEADLINE:**

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.

**DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER**