



*A Community Action Agency*

## **Human Resources**

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [employment@olhsa.org](mailto:employment@olhsa.org)

(248) 209-2615 FAX

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### **HOME CARE COORDINATOR**

**Division:** Health, Housing, and Nutrition

**Department:** Health Integrated Services

**Supervisor:** Assistant Director for Health Integrated Services

**FLSA Status:** Exempt – Administrative/Executive

#### **Qualifications:**

1. Associates Degree in social work, human services or related field required. Bachelor Degree preferred.
2. Minimum of two (2) years' experience with program coordination and supervision.
3. Minimum of one (1) year experience working with low income populations; experience with HIV+ populations preferred.
4. Proficiency with computer applications such as Word, Excel, Outlook, other database systems and web-based applications.
5. Valid Michigan Driver's License, valid automobile insurance and reliable transportation to be used for work related travel required.

#### **Job Mission:**

To coordinate home based care programs to allow individuals to remain safely in their own homes through the provision of support services and assistance with activities of daily living. Further, Home Care Coordinator is responsible for using his/her independent judgment and discretion with regarding to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

#### **Performance Standards:**

1. Oversee all aspects of coordinating home based care programs to include screening clients for eligibility, assessing clients' needs, developing care plans, assigning workers, verifying and documenting delivery of services.
2. Responsible for customer data entry, submission of reports and billings to funding source, and oversight of programs for compliance and quality of services.
3. Supervise assigned staff of two or more people. Home Care Coordinator shall have hiring, firing, and disciplining responsibilities in concert with the Assistant Director for Health Integrated Services.
4. Carry out all other duties as assigned by supervisor.

#### **Hours & Wage**

\$17.30 per hour (minimum)

40 hours per week, 52 weeks per year

#### **Location**

Pontiac

#### **Deadline to Apply**

Until filled

**Job Title:** Home Care Coordinator

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	This can vary, depending if driving to see clients, meetings, etc
Stand	1	Retrieve files, faxes, supplies
Walk	1	Interaction with staff, clients on a daily basis
Bend/Stoop	1	Retrieve files, supplies

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	retrieve files, supplies
Crouch	No	
Balancing	No	
Squat	No	
Climb	Yes	climbing stairway
Shoulder level	Yes	retrieve files, supplies
Kneel	Yes	retrieve files, supplies
Pushing	Yes	pushing cart of supplies

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	supplies

	Pounds	Comments
<b>Weight Lifted</b>	<b>11-25 lbs</b>	supplies

**Date:** June 24, 2021