

NOTICE OF VACANCY

The South Texas Development Council (STDC) is presently accepting applications for the position of:

Care Coordinator Area Agency on Aging

SALARY RANGE: Commensurate with Education and Experience

Works under supervision of AAA Director with considerable latitude for the use of initiatives and independent judgment.

-Duties:

1. Interview clients or authorized representatives to gather information to assess service needs.
2. Advises and explains relevant state and federal rules, regulations, and procedures.
3. Coordinates service provider activities.
4. Identifies problem areas and service gaps.
5. Documents case records.
6. Responds to general information inquiries about agency activities.
7. Collects data from other sources as needed to assess and evaluate services needed.
8. Maintains files and records.
9. Responds to general information inquiries about agency activities, statutes, and regulations.
10. Provides information and assistance, and communicates with various groups on behalf of the individual and/caregiver with disputes and grievances.
11. Assists individuals in applying for benefits, responds to requests for service assistance.

Qualifications:

Experience in a field to social work, clerical, administrative support work, or other related work recognizing problems and identifying and facilitating solutions.

Graduation from a four year college or university with major course work in the field relevant to the assignment is preferred. A Bachelor's degree in gerontology, psychology, social work, or a relevant field is preferred. A high school graduate (or its equivalent) plus at least 5 years of experience in social service work, especially in working with the elderly may be substituted for college degree.

A current employee application may be obtained at the main office.

Interested persons should submit an application with a resume and a cover letter

South Texas Development Council

ATTN: Alberto Rivera, Jr., Director Area Agency on Aging

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Laredo, Texas 78044-2187

DEADLINE: OPENED UNTIL FILLED

The South Texas Development Council is an equal opportunity employer.