

## **Elder Care Coordinator Job Description**

The Elder Care Coordinator oversees the coordination of the client's community and facility-based care needs, including long-term care, serves as an advocate, and empowers the client and family with the knowledge one needs to make the right decisions in every circumstance.

The Elder Care Coordinator will:

- Conduct care assessments to uncover potential problems and find solutions.
- Help locate and hire in-home help or other services.
- Coordinate with medical and health care providers regarding appropriate care plans (including the resources and staffing necessary to execute such care plans) and residential decisions for the client.
- Review issues the client is facing from a holistic perspective and offer referrals to other geriatric specialists to provide appropriate care in-line with the client's financial means.
- Helps plan for the possibility of incapacity or disability.
- Provide support, guidance, and advocacy during a crisis.
- Arrange for alternate housing, if needed.
- Help to coordinate transfer and transportation of the client to or from their home, assisted care living facility, or nursing home.
- Help locate appropriate assisted living and long-term care nursing home placements as necessary.
- Help coordinate the transfer of the client from their home to assisted living and long-term care placements as necessary.
- Provide education and support.
- Assist the client in understanding the differences in medical insurance coverage and Medicare vs. Medicaid.
- Help clients review and understand long-term care insurance policies.
- Assist the client and family with evaluation of options related to palliative and/or hospice care and assist to facilitate such transfers and coordinate care in line with the same.
- Prepare and guide the client and family through the Medicaid application process, guardianship, and other legal proceedings that impact the client's care.
- Report directly to the managing partner and firm administrator, work in collaboration with other members of McCarthy Law and support the team serving the client, including long-term care administrators, community-based care providers, physicians, accountants, and financial planners to ensure that the right professional is helping the client at the right time.
- Act as a community liaison, develop business for the firm, and speak on behalf of the McCarthy Law Firm and the Firm's holistic approach to elder care law.

## Requirements:

- Licensed Social Worker, MSW preferred and/or minimum of 3-5 years geriatric case management and or geriatric social work experience.
- Comprehensive knowledge of the long-term care system and services/resources including housing in the Rhode Island area.
- Strong work ethic.
- Outstanding interpersonal skills.
- Ability to interact effectively with staff, families, and other long-term care professionals.
- Ability to lead with empathy and compassion in interactions with clients and their families.
- Demonstrated ability to lead change and effectively manage conflict and crisis situations.
- Maintain current professional licensure.
- Excellent written and verbal communication skills.
- Excellent planning, organizational, budgeting, and interpersonal skills.
- Understanding of long-term care insurance policies.
- Experience and understanding of government and entitlement benefits, including but not limited to: Social Security (SS, SSI, SSDI), Medicare, Medicaid, etc.
- Valid driver's license and proof of insurance required.
- Excellent working knowledge of Microsoft Office Suite, Google Workspace, and Mac computer systems.
- Full time, Direct Hire – Extensive travel within the Rhode Island area required.