



Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

Care Services Coordinator

The **Care Services Coordinator** provides direct support and serves family caregivers and individuals living with Alzheimer's and other Related Dementias, disability, chronic conditions, and/or age-related needs. The Coordinator works closely with the Care Services Manager and programming staff to connect clients to practical resources, strengthen caregiver well-being, and support accessible, high-quality Caregiver programs and services, including but not limited to care consultations and counseling (within their professional scope). This position assists those in accessing services for achieving wellness and autonomy through advocacy, communication, education, identification of service resources and service facilitation.

Example of Job Duties

Provide short-term, goal oriented, case management services that address the social determinants of health through a whole person comprehensive assessment (in-home or Caregiver Center setting) and the development of a client-centered Care Plan addressing the health, psychosocial, financial, legal, spiritual, functional, and caregiving challenges.

Ongoing assessment and documentation to measure the effectiveness of Care Plan meeting the client's needs.

Develop and maintain complete and accurate client files in compliance with best practices and all applicable laws.

In collaboration with the Care Services Manager, participate in case management quality improvement through the ongoing adoption of standard of care best practices.

Becomes certified in dementia and caregiver evidence-based educational programs, such as Dementia Live and Powerful Tools for Caregivers.

Support the coordination and facilitation of the Caregiver and Dementia education series.

Conduct individual counseling sessions and supportive interventions within the employee's professional scope, education, training, and applicable program requirements; refer clients for specialized services when and if appropriate.

To Apply

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District
Human Resources
3639 E. Las Posas Rd, Ste 117
Camarillo, CA 93010
805-388-1952 ext. 125

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The eligible list established from this recruitment may be used to fill current and future positions.

Facilitate caregiver support groups in virtual, in-person or hybrid settings and create a welcoming, confidential environment for emotional support, peer connection and education.

Support individuals living Alzheimer's and other Related Dementias and their caregivers through dementia-informed communication, appropriate resources, and connections to internal and external community-based services.

Work cooperatively with the district's program managers to identify existing at-risk clients in need of Caregiver Center support programs, case management, Senior Support Line reassurance, verification of well-being, and/or depression care management.

Maintain relationships with mental/behavioral health care providers to facilitate cross referrals, as appropriate.

Manage and maintain the Care Consultation database.

In cooperation with the Care Services Manager, interface with appropriate Service Contracts Providers to ensure the highest level of coordination and service is attained for client.

Provides back-up authorization for service from vendor providers in assisting people to age in their place of choice.

Develop and maintain relationships and collaborations with aging network service providers to assist in the ongoing support of families.

Develop community affiliations through attendance and/or membership in appropriate senior services networking meetings and other community meetings to market the District's services.

Ongoing development regarding job knowledge of aging issues, including the needs and resources necessary to manage overlapping chronic conditions.

Provide presentations and in-services at community meetings to promote services of the Caregiver Center.

Provide back-up to the District's evidence-based health promotion programs.

Work closely with the Care Services Manager to support day-to-day Caregiver Center operations, service coordination, program priorities and follow-through on assigned projects.

Collaborate with programming staff to plan, coordinate, promote and deliver workshops, symposiums, CARE Labs,

One-stop-shops, and other activities for family caregivers, people with disabilities, and older adults.

Assist with outreach of the Caregiver Center services and dementia-friendly practices.

Participate in the Dementia Friendly Ventura County Coalition.

Other duties as assigned.

Minimum Qualifications

- **Education:** Master's degree in social work, psychology, counseling, or another health or human services field that promotes the physical, psychosocial, and well-being of the persons being served.
- **Experience:** Minimum of two (2) years' experience working with the frail elderly and the aging network, providing caregiver support, counseling, care management, behavioral support or related human services. Must work well independently with little supervision. Ability to empathize. Must have up-to-date knowledge of, and adherence to, applicable laws and regulations concerning confidentiality, privacy, and protection of client health information. Must be computer literate.

- **Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for standing at least three (3) hours per day; sitting at least three (3) hours per day; lifting/carrying up to twenty (20) pounds; climb stairs and physically able to travel.
- **Mental Conditions:** Essential and marginal functions require the ability to work under pressure; ability to communicate tactfully and effectively verbally and in writing; ability to work independently; sensitivity to persons with special needs; ability to adjust and be flexible to changing working conditions and job structure which may alter the direction of daily schedule; and must be extremely organized.
- **Other Requirements:** Criminal records clearance. Must have own transportation for use on the job, valid California Driver's License, Auto Insurance, and acceptable DMV record

Compensation & Benefits

Pay Schedule Range: \$20.50-\$45.32 per hour.

40 hours per week; Monday through Friday; 8:00 am-5:00 pm

Attractive benefits package

- California Public Employees' Retirement System (CalPERS);
- Medical insurance plans offered through the CalPERS Health Program.
- Annual Accrual Rates: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked
- Holidays: The District observes 11 holidays per year.