

# **Employment Opportunities**

EO-501

January 3, 2025

"Employment Opportunities" (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at: www.leadingagewi.org/services-education/employment-opportunities.

**EO-1101** Service Coordinator – Watertown, Wisconsin

**JOB TITLE:** Service Coordinator Housing and Urban Development

**DEPARTMENT:** Housing STATUS: Exempt REPORTS TO: Director of Housing JOB CODE: 028

#### **JOB SUMMARY:**

The Service Coordinator is responsible for establishing contacts with community resources and assures that residents have access to supportive services as needed to allow them to continue to live as independently as possible. The Service Coordinator is also responsible for assisting residents with the transition from independent living to a higher level of care. This person manages residents and family operations to ensure a smooth transition from one level of care to the next.

### **ESSENTIAL JOB FUNCTIONS:**

- 1. Maintains and actively promotes effective communication with all individuals.
- 2. Maintains a positive image of the entity in the community keeping in alignment with our mission, vision, and values.
- 3. Responsible for on-call services, as assigned.
- 4. Independently performs office tasks to directly assist in the management and effective operations of housing.
- 5. Exercises independent judgment, where needed to provide appropriate resident direction for housing management.
- 6. Establish and maintain a good working relationship with various local, state, and federal resources.

- 7. Assist residents in building informal support systems and maintain records as they relate to resident interventions.
- 8. Provide education on availability of community services and refer residents to these services as appropriate.
- 9. Assist residents in applying for local, state, and federal benefits.
- 10. Assist residents in transitioning from one level of care to the next.
- 11. Work closely with all Home and Community Based Services on campus to provide a holistic approach to caring for residents.
- 12. Provide general case management and monitor ongoing services.
- 13. Provide assistance in completing health care documents.
- 14. Performs other duties, as assigned

## **QUALIFICATIONS:**

- 1. Commitment to quality outcomes and services for all individuals.
- 2. Ability to relate well to all individuals.
- 3. Ability to maintain and protect the confidentiality of information.
- 4. Ability to exercise independent judgment and make sound decisions.
- 5. Ability to adapt to change.

### **EXPERIENCE AND TRAINING:**

- 1. Bachelor's degree in social work is required.
- 2. 2-3 years of experience in working with the elderly is required.
- 3. 2-3 years of experience working in a continuum of care is preferred.
- 4. Knowledge of HUD guidelines is preferred.

Interested candidates can apply via website: https://www.illuminus.us/