



ISABELLA COUNTY, MICHIGAN

Position	Caregiver Trainer and Support Specialist	FLSA Status	Exempt
Department	Commission on Aging	Pay Grade	10

GENERAL SUMMARY

Receives and processes incoming referrals and completes case coordination and support forms; assesses applicants' needs for service through home visits, on-site visits, or in facilities; develops a comprehensive care plan, and conducts periodic reassessments of each client. Makes referrals to various service agencies and provides direct services to clients and caregivers, such as assisting in completing applications for services, helping obtain financial assistance, assigning in-home care workers, and providing related services. Responsibilities also include providing resources for caregivers and care recipients, supervising monthly support group and organizing a Spring and Fall training for professional and personal caregivers, as well as staff of Isabella County and the surrounding communities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assesses clients in their living environment and interviews caregivers to identify service needs, gaps in existing support networks and goals of individual.
- Implements intake procedures for multiple need population regarding agency services and community support network and links to appropriate service providers.
- Monitors implementation of client service plan through frequent communication with client, service providers and caregivers. Provides regular in person follow up reviews in relation to the goals and objectives of the comprehensive care plan.
- Assists clients who are no longer able to live alone by making referrals to geriatric assessments and reviewing long term care facilities. Assists with Nursing Home Medicaid and/or waiver applications and works with Department of Human Services, Medicaid Waiver teams and Long-Term Care Insurance companies to coordinate and secure services.
- Develops a client centered comprehensive care plan based on assessment results and input from support network.
- Assists clients in obtaining both public and private financial benefits. Advocates for clients in regards to medical support and adequate housing choices to promote wellbeing and safety. Connects to food-based programs.

Position: Caregiver Trainer & Support Specialist

- Maintains complete and detailed confidential case records in accordance with Federal and State policies and procedures, consistent with Commission on Aging standards, social work ethical principles and requirements for third party funding sources.
- Supervises a monthly support group for clients and caregivers.
- Organizes a Spring and Fall training program for professional and personal caregivers as well as staff of Isabella County and the surrounding communities.
- Prepares reports, correspondence and documents.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's degree in Social Work or a related field.
- One (1) to three (3) years of experience working with multiple needs older adults and their families in a casework capacity.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Valid Drivers' License.

PREFERRED QUALIFICATIONS

- Master's degree in Social Work or Counseling.
- Licensed Bachelor of Social Work through State of Michigan.
- AED, First Aid, and CPR certification.
- Michigan Medicare/Medicaid certification.

OTHER JOB REQUIREMENTS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Human services procedures, policies, and resources.
- Modern office equipment, procedures and applicable software packages.
- Private, state and federal policies and procedures.
- Professional best practices.
- Departmental policies and procedures.

Position: Caregiver Trainer & Support Specialist

- Applications for Community and Nursing Home Medicaid, Low Income Subsidies, Housing, Adult Home Help, Heat and Utility Assistance, Social Security benefits and Advanced Directive Forms.
- Social Work Code of Ethics.

Skill in:

- Maintaining confidentiality.
- Organization and time management.
- Following written and oral instruction.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Problem solving and conflict resolution.
- Interviewing.
- Accessing and utilizing grant monies.
- Researching community resources.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment		X	
In the community (homes, businesses, etc.)			X
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	

Position: Caregiver Trainer & Support Specialist

Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	2/28/2022
Dates revised:	3/17/2022