



JOB VACANCY

April 2017

Case Coordinator

Location: Uniondale, NY 11553

EAC Network seeks a Case Coordinator to work full time for our Meals on Wheels II program. The Case Coordinator is responsible for evaluating referred clients to determine eligibility for the Meals on Wheels II program and for making appropriate referrals based upon the needs of the clients. The position is Monday-Friday 8:30am-4:30PM. Excellent benefits medical/dental/401K and very generous Paid Time Off Plan (PTO). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE. **Candidates are encouraged to view agency Web site at www.eac-network.org**

RESPONSIBILITIES:

- Screen all client referrals to determine eligibility for program.
- Identify the need for additional services and make appropriate client referrals.
- Record all client and related information in computer.
- Pick up and deliver meals to clients, when necessary.
- Meets immunization/health status requirements.
- Adhere to all safety rules of the road and exercise appropriate driving judgment.
- Assist with answering phones and other office duties when needed.
- Participate in performance improvement/quality assurance activities.

QUALIFICATIONS:

- Bachelor's Degree required. BA/BS in Health/Human Services preferred.
- Minimum of one year's experience working in the human services field required. Experience with the geriatric population preferred.
- Ability to communicate with and understand the needs of the elderly.
- Must be able to lift 30-50 lbs. if necessary.
- Must possess a thorough knowledge of Nassau County services and needs of the geriatric population.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Ability to utilize a laptop computer required.
- Must have access to automobile and possess valid NYS Driver's License.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org