

**County of Grundy--Job Posting  
Health Department**



<b>Date of Posting:</b>	February 21, 2023
<b>Applications Accepted Until:</b>	Posted until filled
<b>Job Title:</b>	Senior Programs Associate
<b>Reports to:</b>	Senior Programs Director
<b>Union Affiliation:</b>	AFSCME
<b>Employee Status:</b>	Full-Time, 40 hours/week, non-exempt
<b>Rate:</b>	\$17.50/hr (Grade 2) Sign-on bonus (up to 15% of salary) Retention bonus (up to 12.5% of salary) with 4 year commitment
<b>Benefits:</b>	Contribution to IL Municipal Retirement Fund (IMRF); Generous accrual of paid-time off; Professional development opportunities; Potential student loan forgiveness.
<b>Work Setting:</b>	Work is performed from office in Morris, IL, with occasional visits to partner agencies or client homes. Potential hours of work may include occasional weekend hours.

**SUMMARY**

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies to clients of the lifespan – infant to older adults.

The ideal candidate will work as a team player, cooperating with colleagues to best serve the residents of Grundy County, in a fast-paced and ever-changing environment. Under the supervision of the Director of Senior Programs, the candidate will possess a positive attitude and be capable of critical thinking, sound judgement and working independently as needed.

The Grundy County Health Department is seeking an experienced Associate who is passionate about assisting senior residents of Grundy. Ideal candidate will enthusiastically drive efforts to identify and inform persons 60+ in Grundy County of available services and programs for which they may be eligible. This includes but is not limited to: performing assessments, establishing a plan of care with client/family members, performing Choices for Care Screenings, and completing required documentation as mandated by IDoA, AgeGuide, other funders, and the County Health Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conduct home visits or hospital visits with client(s) to complete assessments and assess for eligibility of Community Care Program (CCP), Federal and State Benefit Programs. Service is performed daily at which time challenges such as physical, mental or financial are determined.
2. Maintain regular phone or in-person contact with clients as mandated by IDoA, AgeGuide and the GCHD.

3. Utilize standard template to establish a plan of care in conjunction with client/family as needed, including Tailored Care (T-CARE) services.
4. Assist client in completing applications and in applying for other services/benefits, i.e. Medicare, Medicare D, Benefit Access, SHIP related forms, etc.
5. Knowledgeable about resources and make appropriate referrals to other agencies.
6. Perform Choices for Care and other screenings with client/family to make informed recommendations for community-based services.
7. Successfully and complete documentation as mandated by IDoA, AgeGuide, the GCHD, and others.
8. Successfully enter client information and other data in a timely manner.
9. Attend training as it is made available by IDoA, AgeGuide the GCHD, and others.
10. Attend supervisory, staff development, in-service and other meetings as required.
11. Project good image, maintains credibility and integrity of agency.
12. Other duties as relevant to the Senior Programs Division or as assigned by Administrator.

### **QUALIFICATIONS/EDUCATION & EXPERIENCE**

1. Prefer a RN, or a BSN. Or -
2. a BA/BS degree in social science, social work or related field. Or -
3. An LPN with 1 year of program experience which is defined as assessment, provision, and/or authorization of formal services for the elderly. Or -
4. Will consider one year of program experience, which is defined as assessment, provision, and/or authorization of formal services for the elderly; may replace one year of college education up to and including four years of experience replacing a baccalaureate degree.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Must be able to lift up to 20lbs While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **MINIMUM REQUIREMENTS**

1. Required to complete and maintain certification as a CCP Case Manager as required by IDOA.
2. Required to complete and maintain certification as a SHIP Counselor as required by Illinois Department of Insurance.
3. Required to complete and maintain AIRS Certification as required by the State of Illinois.
4. A valid driver's license and proof of insurance are a job requirement.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundycyco.org](mailto:HR@grundycyco.org) with "**Senior Programs Associate**" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*