

PHOENIX FAMILY SENIOR COMMUNITY JOB DESCRIPTION

POSITION: Service Coordinator
Arkansas City, KS
Full-Time, Non-Exempt

JOB DESCRIPTION:

Do you have a passion and dedication to serve the older adult population? If so, Phoenix Family Housing has an opportunity for you. We are currently seeking to fill a **full-time** service coordinator position, 40 hours a week, at an independent living apartment community located in Arkansas City, Ks. The service coordinator is responsible for providing on site social services for approximately 80 residents. If you are looking for a position that will help the older adult population stay healthy, active and living independently then Phoenix Family would like to have you join their outstanding and dedicated team of professionals.

RESPONSIBILITIES:

The service coordinator is responsible for assisting and advocating for seniors so that they may continue to live independently. A major role of the service coordinator is acting as a liaison between the senior residents and their family as well as locating and obtaining resources available in the community. Specific knowledge of Medicaid, Medicare and other supplemental benefits preferred. Other responsibilities include providing on site social activities, completing assessments to evaluate resident's progress, conflict resolution, daily interaction with residents, assisting with emergency assistance requests (rent, utilities, prescriptions, etc.), locating resources for durable medical equipment needs, securing homemaker services and maintaining accurate and detailed resident files and monthly reports.

REQUIREMENTS:

Bachelor's degree in human service field preferred but may be substituted with experience working with program development and/or working directly with the senior population. Experience working with clients living in poverty and knowledge of local social service agencies and resources preferred.

Application Instructions

If you are interested in becoming part of our team, please submit the following:

1. An electronic cover letter;
2. Resume;
3. Three professional references;
4. Salary requirements. Please list the salary range that will meet your needs.

Submit these documents to Phoenix Family, Attn: Nicole McGee, nmcgee@phoenixfamily.org. Applications will not be reviewed if incomplete.

No phones call please.

Phoenix Family is an Equal Opportunity Employer.

Deadline 9/29/2017

Benefits Competitive benefit package available, including 401K, health insurance and generous paid time off.

Company Phoenix Family **Website** phoenixfamily.org