



Council on Aging

Southern California

Helping Seniors Remain Healthy, Connected & Protected

JOB ANNOUNCEMENT

POSITION TITLE: Enrollment Coordinator

HOURS: 32 hours per week

HOURLY RATE: Negotiable

ACCOUNTABILITY: Support Group/Quality Control Supervisor and Department Director

The **Council on Aging-Southern California** is a private, nonprofit corporation, serving older adults and individuals with disabilities since 1973. Our mission is to promote the independence, health, and dignity of older adults through compassion, education, and advocacy.

The **ReConnect Program** is designed to identify and reduce physical, mental, and environmental health challenges experienced by older adults age 60 and older in Orange County. The program offers short term early interventions including case management services, comprehensive psychosocial assessments, mental health screening, short term therapy, and linkages to needed community resources. In addition, the program offers educational, social, and therapeutic support groups throughout the county for participants to reinforce healthy life patterns and increase their quality of life.

POSITION OBJECTIVES: To conduct participant screening and intake process for enrollment. To cultivate relationship with referral sources. To manage clients and program data collection system to ensure timely and accurate data collection.

JOB FUNCTIONS (including but not limited to):

- Function as the initial contact for participant (client) inquiries and program information.
- Conduct telephone and face-to-face interviews and screening to determine participant eligibility.
- Administer initial assessment for participant's enrollment in the program.
- Gather participant records and assessment packages.
- Manage the participant database.
- Produce reports for team meetings and monthly monitoring.
- Present new cases at interdisciplinary team meetings.
- Develop and maintain strong relationships with referral sources.
- Other duties as assigned by supervisor.

QUALIFICATIONS:

- A college degree and/or relevant experience healthcare administration, marketing, gerontology, human services, communications or related fields.
- Outstanding oral, written and interpersonal communication skills.
- Superb attention to detail.
- Excellent analytical, problem solving and organizational skills.
- Bilingual in Spanish (preferred), Korean, Vietnamese, or Mandarin.
- Ability to work effectively with diverse populations and in team settings.

- Ability to work independently and multi-task to achieve desired goals managing time efficiently in a fast-paced environment.
- Ability to develop a sense of trust and rapport with program participants.
- Proficient in modern office practices including Microsoft Access, Excel, and strong database management
- Proof of eligibility to work permanently in the United States.
- Submit and successfully complete a Live Scan fingerprinting background check.
- Have a valid California driver's license, proof of current vehicle insurance, and a reliable transportation.

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

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee might need to lift approximately 20 lbs.

HOW TO APPLY:

To be considered for this position, please send ALL materials below to hr@coasc.org

- Cover letter
- Resume