

Job Description

ELDER CARE COORDINATOR — KIMBROUGH LAW

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Learn more about the firm at <https://www.kimbroughlaw.net/>.

Submit resumes and cover letters to outreach@kimbroughlaw.net.

Summary

The elder care coordinator oversees the coordination of the client's health and long-term care, serves as an advocate, and empowers the client and family with the knowledge one needs to make the right decisions in every circumstance.

We have two openings, both part-time positions that could be full-time for the right candidates. One position will serve the Athens/Greensboro area; the second will serve the Gainesville/North Georgia area.

Goals

- To educate potential clients about the Life Care Plan and holistic elder law.
- To gain new clients.
- To help clients get the right care in the right place at the right time.
- To provide timely services and follow up to meet the needs of current and prospective clients.

Qualifications

- Bachelor's degree (Master's preferred) with 3 - 5 years of relevant experience in health care, social work, or long-term care setting.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Must be able to work independently with minimal supervision and direction.
- Strong analytical skills and attention to detail are critically important.
- Minimum of 3-5 years geriatric case management and or geriatric social work experience.
- Comprehensive knowledge of the long-term care system and services/resources including housing in the Athens and Greensboro area.
- Strong work ethic.
- Ability to interact effectively with staff, families, and other long-term care professionals.

- Demonstrated ability to lead change and effectively manage conflict and crisis situations.
- Experience and understanding of government and entitlement benefits, Social Security, Medicare, Medicaid, etc.
- Valid driver's license and proof of insurance.
- Excellent working knowledge of Microsoft Office Suite products and computer skills.
- Willingness to work a part-time schedule.
- Willingness to travel within a 60-mile radius of both Athens and Greensboro.

Client Care Duties

- Conduct care assessments to uncover potential problems and find solutions.
- Help locate in-home help or other services.
- Coordinate with medical and health care providers.
- Review medical issues and offer referrals to other geriatric specialists to provide appropriate care in a way that conserves financial resources.
- Help plan for the possibility of incapacity or disability.
- Provide supports, guidance, and advocacy during a crisis.
- Identify and coordinate appropriate resources based on client need and finances.
- Provide education and support.
- Work in collaboration with other members of the Kimbrough Law staff and other professionals serving the client, including long-term care administrators, accountants, physicians, and financial planners to ensure that the right professional is helping the client at the right time.
- Engage potential clients through the intake process and in first meetings and follow up calls.
- Educate potential clients and clients regarding the Elder Care Coordinator Role.
- Provide assessment of client function and client needs through Elder Care Coordinator visit and Assessment process.
- Complete assessments as needs change or as clients transition to new levels of care.
- Schedule follow up visits, meetings/annual review process.
- Develop and update client plan of care.
- Provide telephone counseling and support to families making decisions related to placement, transitions, end of life care.
- Keep up to date notes in documents system.
- Maintain current key dates on each client.
- Advocate for client's legal right to quality healthcare and long-term care.

Team Development

- Actively participate in team functions, including in-services, staff meetings, education programs.
- Assist other team members with client care/customer service.
- Provide adequate information to team members and follow and support as needed.

Community Relations and Marketing

- Act as a community liaison, develop business for the firm, and speak on behalf of Kimbrough Law and the firm's holistic approach to elder law.

- Represent Kimbrough Law to facilities and healthcare community by visiting regularly. Creates positive relationships with management staff for purposes of mutual referrals.
- Participating in professional organizations as appropriate.
- Present Kimbrough Law services to professionals and potential clients.
- Working in cooperation with the firm's marketing consultant, contributes information for use in the firm's newsletter and blog.
- Help write scripts for educational videos and appears in those videos while reading from a teleprompter.

Professional Development

- Maintains membership in appropriate professional organizations.
- Maintains licensure as required by state rules.
- Participates in professional meetings, engaging in leadership opportunities as they arise.