



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
CARE COORDINATOR - EXEMPT
PART-TIME 24 HOURS PER WEEK

EDUCATION/EXPERIENCE/LICENSURE:

- ▶ Bachelor's degree in a human services related field required and experience in individual, family & group supportive services.
- ▶ Bilingual in Spanish preferred

SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):

- ▶ Requires the ability to conduct assessments of client's psychosocial needs in a culturally competent manner & complete case notes & other paper work as required.
- ▶ Requires the ability to acquire and maintain a thorough knowledge of the operating practices, programs & grants of the Mental Health Services Unit, knowledge of other department unit programs & available community resources to refer & assist clients.
- ▶ Requires an understanding of the importance of cultural sensitivity in relation to both staff & clients & the ability to exercise the same.
- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires proficiency to work in a Windows environment (i.e. Foothold, social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Requires the ability to communicate by phone as well as in person including excellent diction, a helpful & culturally competent approach, & the ability to be proficient at first impressions.
- ▶ Requires the ability to adhere to all department policies, protocols, unit procedures, accreditation standards (i.e. CARF, Public Health Accreditation Board, national standards, etc.), grant requirements & adhere to all State, Federal, or local evolving certification/licensure standards as applicable.
- ▶ Requires the ability to travel throughout Kendall County & other locations in Illinois as needed to perform assigned job duties, which includes maintaining current auto insurance & reliable transportation.
- ▶ Requires the ability to work a minimum of one evening a week 12:00 p.m. – 8:00 p.m.
- ▶ Valid Illinois driver's license & current auto insurance required & the ability to pass background check.

ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):

- ▶ Provide care coordination services in all mental health programs, which include, but are not limited to mental health, substance abuse/addictions, prevention programs, elder care, admissions & other special programs/projects.
- ▶ Conduct group psycho-education as needed.
- ▶ Provide for client referrals & linkage.
- ▶ Promotes public education, awareness/prevention activities as directed by Behavioral Health/Psychiatric Services Dir.
- ▶ Assume direct responsibilities for optimum delivery of client care coordination.
- ▶ Maintain electronic case records to assure that pertinent information is recorded and current.
- ▶ Exercises discretion and judgement to prepare and provide educative information to clients & the public on matters pertaining to mental health as directed by Behavioral Health/Psychiatric Services Director.

PHYSICAL DEMANDS: While performing the duties of this job, candidate must be able to do the following: Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend & reach above the employee's head occasionally lift and/or move up to twenty-five (25) pounds; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch; specific vision abilities required for this job include close vision, depth perception, & distance vision; occasional walk to other offices, county buildings. Travel independently to & from meeting locations, conferences, etc., in Kendall County and throughout the State, as needed to perform assigned job duties.

SEND RESUME & COVER LETTER TO: Becki Rudolph, Executive Assistant
Kendall County Health Department
811 W. John Street
Yorkville, IL 60560
Fax 630/553-9506

E-mail brudolph@co.kendall.il.us