

Madison County Office for the Aging, Inc
Caregiver Coordinator

General Statement of Duties:

Coordinates all aspects of Caregiver Services to adequately meet the needs of the caregiver, responsible for assessing the needs specific to the individual case, developing an appropriate caregiver support plan. Work is performed under the direct supervision of the Program Coordinator/Deputy Director and/or OFA Executive Director.

Examples of Work Activities:

Specific duties include but are not limited to the following:

- Conduct Caregiver Assessments, make home visits, collaborate with caregiver on designing appropriate support plan;
- Follow-up and monitoring of the provision of services to the caregiver to ensure needs are being met as directed by NYS Office for the Aging;
- Work with caregivers and caregivers supports;
- Speak to service organizations;
- Prepares a variety of records and reports related to work;
- Assist with workshops, health fairs, Caregiver training and support groups;
- Keeps abreast of current trends in caregiver services, attends related conference , seminars, etc;
- Monitors and maintains an ongoing tracking process, to ensure that program activities and expenditures are implemented according to plan;
- Take and attend required and ongoing training
- Assume any other duties which may be assigned.

Required Knowledge, Skills and Abilities:

Good knowledge of the characteristics, needs and interests of the aging population 60+; good knowledge of community agencies, facilities and services which can be utilized to aid caregivers; evaluate and assess the needs and level of stress of caregivers; ability to communicate clearly and effectively both verbally and in writing; ability to organize; initiative and resourceful; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

Acceptable Experience/Training:

- (A) High School education or equivalent. Full-time experience in a community organization or field of aging or working with informal caregivers, preferred.