



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Care Coordinator

Location: Macon County Health Department – Decatur, IL

Pay: \$27.26 hourly (Non-Exempt)

Job Type: Full Time

Work Location: In person

Job Description: The purpose of the Care Coordinator is to provide comprehensive, client centered case management to people aged 60 and older in order to delay or eliminate the need for nursing home placement.

What You'll Do

- Provides comprehensive, person centered case management services for persons age 60+ to assist them with safe and independent living.
- Completes initial in-home assessments to determine needs of participant and eligibility for programs, including but not limited to, the Community Care Program.
- Completes annual reassessments and 6-month monitoring visits in the participant's home within required timeframes.
- Develops care plans and arranges in-home services needed to maintain appropriate support for participant.
- Assists participants with completion of Department of Health and Human Services (DHS) application and follow-up.
- Maintains good communication with Care Coordinator Assistant and Medicaid Assistant to ensure needs of participants are being met.
- Makes referrals to other agencies to ensure participant's needs are being met.
- Provides needed information to participant/family and acts as advocate on participant's behalf.
- Maintains working knowledge of state/regional rules and regulations. Attends meetings and trainings as requested, which may include traveling out of town.
- Completes Choices/Determination of Need (DON) screenings as needed and is on-call during designated weekends for Choices/DON screenings.
- Completes required paperwork within timelines.
- Maintains Senior Health Insurance Program certifications, INFORM USA and SAGE certifications, and Care Coordinator certifications. Submits proof per Division protocol.
- Checks email, voicemail and inbox daily. While on-call checks Assessment Pro and voicemail every 2 hours from 7:00 a.m. until 4:30 p.m.
- As requested by Supervisor(s), participates in councils or committees and maintains knowledge of the senior service network. Assists with public relations activities related to Starting Point.
- Assists with student interns assigned to Starting Point.
- Participates in Starting Point/Macon County Health Department (MCHD) meetings/in-services as requested by Supervisor(s).

Qualifications Required

- Minimum of a Bachelor's degree in social science, social work, or related field or a Licensed Registered Nurse, or Licensed Practical Nurse
- Strong interpersonal and communication skills
- Ability to establish and maintain positive relationships with clients, community members, and professional partners
- Ability to effectively work with individuals and families from diverse backgrounds
- Computer proficiency with the ability to organize, document, and maintain information accurately
- Dependable vehicle available for use during work hours
- Valid Illinois Driver's License and appropriate automobile insurance
- Ability to travel throughout the community and enter and exit a vehicle multiple times throughout the workday and in varied weather conditions
- Ability to adapt professionally and respectfully to a variety of client home and living environments

Why Join the Macon County Health Department?

At the Macon County Health Department, we are committed to improving the health of our community while supporting our employees with an outstanding work-life balance and excellent benefits.

Benefits Include:

- 35-hour work week
- 12–14 paid holidays each year
- Paid vacation and sick leave
- Paid parental leave
- Blue Cross Blue Shield health and dental insurance
- EyeMed vision insurance
- Illinois Municipal Retirement Fund with employer contribution
- Employee Assistance Program
- Employee discounts
- Professional development opportunities

Why This Position Matters

The Care Coordinator acts as a central point of contact, oftentimes, bridging gaps in the healthcare system.

Apply Today:

Submit your completed application and resume to:

Human Resources
Macon County Health Department
1221 E. Condit Street
Decatur, IL 62521
Email: HR@maconchd.org

Applications are available at [Macon County Health Department](#)

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.