



Position: Home Care Program Coordinator

Employment type: Full-time

Office Location: Chicago Office (5008 N Kedzie Ave, Chicago, IL 60625)

Description:

- Provide adequate supervision to workers and clients of Hanul Home Care Program
- Manage client and worker data and various reports using Salesforce.
- Work closely with the Illinois Department on Aging's Community Care Program
- Provide other tasks required by the Home Care Program team.

Responsibilities:

Client and Worker Management

- Ensure home care clients receive proper services provided by Home Care Aides (HCAs) by matching appropriate HCAs that are willing and able to provide services in the needed areas.
- Work closely with the Care Coordination Units (CCUs) in the PSA 12 (Chicago) areas to receive referrals and build positive networking relationships so that we increase the number of client referrals.
- Engage in building positive relationships with individual HCAs and clients through telephone conferences, in-person meetings and annual on-site home visits for clients.
- Using Salesforce, create schedules and document client/HCA activities and changes related to their services.
- Provide technical support regarding Electronic Visit Verification(EVV) System to HCAs
- Respond to clients' questions or concerns via telephone and in-person
- Work closely with field supervisors and other home care staff members to respond to emergencies and resolve issues.

Other

- Prepare and review service units and vouchers for billing and payroll input.
- Help conduct annual client and worker satisfaction surveys, evaluation and quarterly conferences.
- Attend meetings, conferences and seminars within the organization and with other agencies when necessary.
- Attend 24 hours of in-service training each calendar year on topics related to conditions of and caring for the elderly.
- Perform other related clerical support as required.

Qualifications:

- Bachelor's Degree with experience in social service programs and working with older individuals preferred.
- Combination of skills and experience that indicate that the applicant has the ability to perform the supervisory activities



한울 종합복지관 Hanul Family Alliance

CHICAGO
5008 N. Kedzie Ave
Chicago, IL 60625
T: (773) 478-8851
F: (773) 478-8552

NORTH SUBURBS
1166 S. Elmhurst Rd
Mt. Prospect, IL 60056
T: (847) 439-5195
F: (847) 439-5197

LAKE COUNTY
300 Knightsbridge Pkwy Ste 125
Lincolnshire, IL 60069
T: (847) 393-7488
F: (847) 393-7517

- Excellent communication and interpersonal skills
- Computer skills, including cloud computing software (G-Suites) and cloud base conferencing software (Zoom), to fulfill required tasks
- Bilingual and bicultural knowledge (Korean-English)
- Passion to work with older adults

Benefits include

- Paid time-off
- Health and Dental Insurance
- 401(K)
- Mileage Reimbursement
- Free lunch from Hanul kitchen
- Remote Work Option

Visit Our Website: www.hanulusa.org & www.hanulhomecare.org



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직책 : 홈케어 프로그램 코디네이터

고용형태 : 정규직 (full-time)

근무시간 : 월 - 금, 8:30am - 4:30pm

근무처 : 한울 시카고 사무소 (5008 N Kedzie Ave, Chicago, IL 60625)

담당 업무 :

- 시카고 지역 홈케어 수혜자 및 워커 관리
- 한울 홈케어 프로그램 홍보 및 관리
- 수혜자/워커 모집 및 프로그램 홍보
- 주정부 리포트 제출 및 데이터 관리
- 대면 및 비대면으로 수혜자 가정 방문 및 미팅 참석

자격조건 :

- 학사학위 또는 동등한 경력 소지자
- 비영리 단체 또는 연장자 관련 서비스 경력자 우대
- 한국어/영어 이중언어 가능자
- 컴퓨터 사용 필수 (G-Suite, Microsoft Office, Zoom, etc)

혜택

- 유급 휴가, 병가
- 건강 및 치과 보험
- 401(k) 은퇴연금
- 무료 점심
- 재택 근무 옵션

신청방법: 영문 이력서와 커버레터 제출

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