

Position: Senior Care Advocate – Grant County

Position Summary:

Under the direction of the Director of Support Services, performs functions related to client service management, assessment and reassessment. Position is responsible for all services delivered to the participants of HMS Senior Program in Grant County. Also performs administrative support tasks such as data entry, end of the month reports and invoicing duties, document preparation, and provides support to Director of Support Services, and senior center site coordinators and leads as needed.

Position Accountabilities:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Assessments and reassessments of participants for congregate and home-delivered meals.
2. Maintain participant files in accordance with Non-Metro Area Agency on Aging and HMS policies and procedures.
3. Conduct in-home, face-to-face assessments using the Non-Metro AAA Assessment Workbook for consumers interested in utilizing senior program services. Submit documentation to the Non-Metro Area Agency on Aging, adhering to contractual deadlines.
4. Educate participating consumers and members of the individuals authorized support network on rights, responsibilities, and resources available to assist in maintaining the participant's independence in the home.
5. Responsible for having working knowledge of program policies and procedures.
6. Will assist program team members in maintaining Performance Tracking- Social Assistance System (SAMS) database to include roster maintenance and distribution to Senior Sites, unit entry, and completion of participant assessments.
7. Evaluation of needs, met and unmet, of the homebound and at-risk participants. Responsible to document all referrals, information, and assistance provided.
8. Conduct outreach to the elderly in the community and outlying areas to encourage utilization of Senior Program Services.
9. Will support Director of Senior Services in completing program operational and financial reports, ensuring that they are accurate, and submitted by required due dates.
10. Responsible for filling in when staff shortages occur during meal preparation and meal delivery at Senior Center Sites.
11. Will provide support and coverage in the daily operations of the Senior Center Program and staff, as needed.
12. Will support Director of Senior Services in the development and management of all socialization and health related activities at the Senior Centers.
13. Attend staff and training meetings as necessary.
14. Adhere to all safety standards and regulations.
15. Other related duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent required.
- Minimum one year experience with similar responsibilities.
- Ability to maintain effective working relationships with all employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to communicate effectively with the elderly.
- Valid NM Driver's License

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
Dropped off or mailed:

1105 N. Pope St, Suite C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036