

# Care is There Geriatric Care Management

## Lifestyle Coordinator Job Description

**Summary:** Care is There Geriatric Care Management is expanding our awesome team! We are professional, home-based care managers who put our clients' needs front and center, bringing them joy every day. We are looking for team members who only need a part-time opportunity (average 8 hours a week with flexibility) and enjoy working independently as part of a supportive team. If you are a creative, collaborative problem-solver who enjoys working with the elderly in the community, this could be the opportunity you've been looking for!

### Detailed Duties and Requirements:

Although client needs vary widely, typical duties for Lifestyle Coordinators include:

- Interfacing with professionals such as medical doctors, attorneys, and financial planners about the needs of their elderly clients and their families.
- Identifying and implementing solutions that enhance the daily lives of clients and their families.
- Visiting clients regularly in their home, either to provide service or supervise the service of others.
- Arranging visits from home health aides, companions, physical therapists, or nurses.
- Accompanying clients to doctor appointments and recording and communicating the doctor's instructions to family members and care team members via custom websites.
- Maintaining and communicating computer records of clients' medications, health history, doctors, emergency contacts, personal preferences, etc.
- Ensuring that necessary meals and groceries are purchased in a timely manner.
- Arranging or providing transportation for medical appointments, errands and social events.
- Being present and arranging for assistance in the case of client emergencies and communicating with a client's family and legal representatives about the client's condition.
- Handling other miscellaneous situations and requests as appropriate and alerting other care providers.

All Lifestyle Coordinators are required to:

- Have an interest and commitment to assisting the elderly and their families.
- Have a schedule that allows for weekly on-site visits to each client and is flexible enough to adjust to occasional changes in circumstances including emergencies.
- Be able to confidently and effectively negotiate positive outcomes with health care workers, facility personnel, medical doctors, attorneys, client family members, etc.
- Have a willingness to work with conditions like frailty and dementia.
- Dress and otherwise present themselves as a professional.
- Be willing and able to listen compassionately to the needs of clients and their families and to develop creative, efficient and effective solutions.
- Work independently as well as with a team (attend monthly team meetings) and exercise good judgment.



- Be a trustworthy and reliable resource for both the client and his/her family, and effectively communicate with the family after each visit. (Communication is done via secure website or by phone if the family prefers.)
- Have a reliable internet connection and have the skills to: use email, navigate simple websites, perform basic word processing, etc. Be willing to learn new software applications.
- Have a smartphone.
- Have a car that is in good working condition and appropriate for occasional transport of clients. It must be clean, presentable, easy for clients to enter and exit, and be able to accommodate a walker. It must be insured to the normal Virginia requirements of 100/300/100 limits.

### **Education and Experience:**

#### Required

- Experience with the elderly or disabled
- Leadership experience
- Experience working with professionals such as doctors, lawyers, or financial planners
- Experience handling situations that require flexibility, patience, and creativity
- Competence using simple computer technology such as email and word processing
- No criminal record
- Interest in creating joy for clients, families, Care is There team members and other service providers

#### Preferred

- Formal education related to serving the elderly or special needs clients: LPN, RN, MSW, LPC, etc.
- Professional experience with the elderly or special needs clients
- Experience with dementia patients

### **Miscellaneous:**

- Care is There work is part time (estimated 7 to 8 approximate hours weekly), non-benefitted and sometimes unpredictable. Full time work is not available.
- Care is There Lifestyle Coordinators are employees of Care is There and covered under liability and bonding insurance, but employees must provide automobile insurance to the standard \$100,000/\$300,000 coverage.
- Background checks, credit checks, drug tests, tuberculosis tests and reference checks are conducted on all potential Care is There employees.
- A non-compete agreement is required, which requires that employees not seek or accept employment outside Care is There with any current or past Care is There client family.

