



**JOB TITLE:** Determination of Eligibility (DOE) Care Coordinator

**EMPLOYER:** North Shore Senior Center

**FLSA STATUS:** Exempt

**LOCATION:** Arthur C. Nielsen, Jr. Campus, Northfield, IL

**PT/FT:** FT (35 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a caring and compassionate Determination of Eligibility (DOE) Care Coordinator to join our team. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role. Additionally, NSSC provides 18 hours of continuing education opportunities annually.

**SUMMARY:** The Determination of Eligibility Care Coordinator completes the Determination of Eligibility (DOE) for clients residing in our service areas who are in a Managed Care Organization (MCO).

**DUTIES AND RESPONSIBILITIES:**

- Meets face to face with clients in their homes
- Completes the Determination of Eligibility (DOE) assessment
- Transmits all required documents to the Managed Care Organization (MCO) in a timely manner
- Completes Managed Care Organization (MCO) billing
- Meets with program supervisor for regularly scheduled supervision
- Maintains Comprehensive Care Coordination (CCC) certification

**QUALIFICATIONS:**

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work, or a related social services field
- At least one year of experience in social services provision setting
- Computer skills required: Microsoft Office Suite
- Other skills required:
  - Sensitivity to cultural diversity
  - Current driver's license and access to a car

To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*