

## **INTAKE ASSESSMENT SPECIALIST**

HESSCO has a full time (37.5 hours per week) position available for an Intake Assessment Specialist.

The Intake Assessment Specialist conducts in person assessments to determine clinical and financial eligibility under the regulations of State Home Care Program set forth by the Executive Office of Elder Affairs (EOEA). The Intake Assessment Specialist provides assistance with referrals to community resources and government benefits to encourage independence and self-advocacy.

### **Essential Functions:**

1. Conduct in person assessments to determine clinical and financial eligibility.
2. Develop and implement care plans based on consumer needs.
3. Provide options counseling services for those who do not qualify for State Home Care Program.
4. Initiate service plans to assist consumers to maintain independent living.
5. Coordinate and communicate service plan and changes to providers.
6. Knowledge of government benefits, community resources and long-term care supports.
7. Responsible for the management of consumer information in database system.
8. Comply with documentation standards and regulations set forth by EOEA.
9. Work collaboratively with agency staff, informal and formal supports, vendors, and other community agencies.
10. Assist in coverage of Information and Referral, Home Care calls and/or home visits.
11. Attend agency meetings and statewide trainings.
12. Perform other duties as assigned by supervisor.

### **Qualifications:**

1. Bachelor's in social work, human services, or related field.
2. Master's in social work; license preferred but not required.
3. Strong communicator, both verbal, written and by telephone.
4. Proficiency in Microsoft Office, Excel, Word, data entry; adept to learning new software programs.
5. Self-starter, able to prioritize, meet deadlines and manage time effectively.
6. Strong work ethic with a high level of integrity and good interpersonal skills. Ability to work as part of a team.
7. Valid driver's license, travel required.
8. Access to secure internet for remote work.