

Community Transition Liaison Program Case Assistant

HESSCO is currently accepting resumes for a Full-Time, Community Transition Liaison Program Case Assistant in the Home Care Department. The successful candidate will report to the Community Transition Liaison Coordinator.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

The Community Transition Liaison Case Assistant supports the Community Transition Liaison Coordinator in their role as on-site point of contact for residents, families, health care proxy and nursing facility staff related to transitions from nursing facility to community.

Duties and Responsibilities include:

Gathers documentation as needed to assist the consumer in applying for public benefits.

Assists the consumer in completing and submitting housing applications.

Provides additional support to Community Transition Liaison Coordinator for complex cases.

Conducts clerical duties as needed by Community Transition Liaison Coordinator, including data entry into Executive Office of Elder Affairs (EOEA)-designated cloud-based data enterprise system.

Ensures case documentation meets the standards set forth by EOEA for the Community Transition Liaison Program.

Accompanies the Community Transition Liaison Coordinator on nursing facility visits as needed.

Minimum Requirements:

One year of related work experience and/or interest in working with nursing facility residents including older adults or persons with disabilities who are transitioning from an institution to a community setting.

Proficient in Microsoft Office Suite or related software with the ability to master new procedures. Ability to communicate effectively, verbally and in writing, with a high level of diplomacy and confidentiality.

Access to secure high-speed internet required.

A valid driver's license and access to a dependable vehicle is required for occasional travel.