



JOB POSTING OPTIONS COUNSELOR

HESSCO has a full-time (37.5 hours per week) position available for an Options Counselor.

The Options Counseling (OC) program is a critical component of the Commonwealth's Community initiative to empower and support people with disabilities and older adults to live with dignity and independence in the community. The Options Counselor, using a person-centered approach, works collaboratively with individuals, families and/or caregivers to empower them with information about community services and resources and to support them in evaluating and accessing these resources.

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

Essential Functions:

1. Provide unbiased information on long-term supportive services and resources.
2. Conduct person centered needs assessment, in-person or by tablet/phone, to determine referrals, preliminary care planning, and short-term follow-up for consumers needing long-term services and supports.
3. Conduct and document monthly outreach around long-term care services, caregiver supports, and community resources.
4. Knowledgeable of, and have expertise in, the types of services/programs offered by the local Aging Service Access Points (ASAPS).
5. Maintain accurate and current consumer data needed for statistical reporting. Comply with policy and procedures to uphold program compliance regulations set forth by the Executive Office of Elder Affairs.
6. Assist in coverage of Information and Referral, Intake and Assessment calls and/or home visits.
7. Collect and prepare monthly data to complete statistical reporting and uphold program compliance.
8. Work collaboratively with agency staff, informal and formal supports, vendors, and community agencies.
9. Attend required agency meetings and statewide trainings.
10. Perform other duties as assigned by supervisor.

Qualifications:

1. Bachelor's degree in human services or related field with at least 3 years of experience in the aging field.
2. Master's in social work with license, preferred but not required.
3. 1 to 2 years of experience with developing and maintaining individualized treatment plans preferred.
4. Strong verbal, written and telephone communication skills.
5. Self-starter, able to prioritize, meet deadlines and manage time effectively.
6. Ability to work as part of a team and accept changing priorities.
7. Proficiency in Microsoft Office, Excel, Word; adept to learning new software programs.
8. Valid driver's license, travel required.
9. Access to secure internet is required for remote work.

Salary \$41,616/year.

Please email cover letter and resume to: nrichendollar@hessco.org
HESSCO Elder Services
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Walpole, MA 02081

09/29/23