

JOB DESCRIPTION

OPTIONS COUNSELOR

HESSCO has a part-time (21 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.

Responsibilities:

- Provide unbiased information on long-term supportive services and resources.
- 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.
- Conduct and document monthly outreach around long-term care services, caregiver supports, and community resources.
- Knowledgeable of, and have expertise in, the types of services/programs offered by the local Aging Service Access Points (ASAP's).
- 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 Aging and Independence.
- Assist in coverage of Information and Referral, Intake and Assessment calls and/or home visits.
- Collect and prepare monthly data to complete statistical reporting and uphold program compliance.
- Work collaboratively with agency staff, informal and formal supports, vendors, and community agencies.
- Attend required agency meetings and statewide trainings.

Qualifications:

- Bachelor's degree in human services or related field with at least 3 years of experience in the aging field.

- Master's in social work with license, preferred but not required.
- 1 to 2 years of experience with developing and maintaining individualized treatment plans preferred.
- Strong verbal, written and telephone communication skills.
- Self-starter, able to prioritize, meet deadlines and manage time effectively.
- Ability to work as part of a team and accept changing priorities.
- Proficiency in Microsoft Office, Excel, Word; adept at learning new software programs.
- Must have valid driver's license and provide own transportation for required travel.
- Access to secure internet is required.

Hourly rate: \$26.30