

Care Coordinator / Admin Support

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Job Details

Full-time, 8-hour shift, weekdays, occasional weekend work

Pay: \$18 - \$20 an hour, based upon applicant's experience

Benefits:

- Health insurance
- Vision insurance
- Dental insurance
- 401(k)
- 401(k) matching
- Prescription insurance

Qualifications

- Computer skills: Word, Excel, Outlook
- Microsoft Excel: basic knowledge of formulas to add, subtract, multiply, create data sets etc.
- Excellent verbal and writing skills, communicating with Seniors and Adult with Cognitive and/or Mental Disabilities and with the Public
- Past work experience, working with Seniors and Adults with Cognitive and/or Mental Disabilities
- Bookkeeping background
- Organizational, analytical, and problem-solving skills

Full Job Description

Job Summary

The mission of The Caregiver Foundation is to provide practical and emotional support to Seniors, Adults with disabilities (physical, cognitive, and mental health) and their Caregivers. Our clients range in age from 18 years old to 99-years old, and often need coordination of personal care services, analysis of financial statements and bill-paying, and compassionate verbal and writing approaches. This position may include some potential fieldwork and will include administrative work (database review/entry, filing, copying, etc.) to assist our Operations Manager/Bookkeeper. This position will involve a range of experiences, and the work becomes critical in the lives of our clients.

Responsibilities and Duties

Daily work involves bookkeeping, clerical record management or financial and legal records, background research, financial and legal research, monthly face-to-face care checks of clients (telephone until the City & County of Honolulu and CDC allow face-to-face meetings), and interfaces with providers (doctors, lawyers, and accountants), vendors, and suppliers. Every task

is equally vital and must receive the same level of attention to detail and reflect a dedication to the well being of the client and the organization as a whole.

Qualifications and Skills

Interest in this positive must include a desire to work with Seniors, Adults with Disabilities, and their Caregivers.

Required skills include computer (Excel, Word, Outlook), bookkeeping skills, strong verbal and written communication skills, telephone skills, and compassion and an attitude of caring for Seniors, Adults with Disabilities, and their Caregivers. Punctuality and efficient time management are required as is accuracy in attention to detail.

Helpful skills include organizing and filing, counseling, social work, financial planning, and document analysis and management, Publisher (basic), PowerPoint(basic), be experienced in Quicken and QuickBooks (basic), and database program (basic). Previous job skills in these areas are helpful: bookkeeping, paralegal work, clerical work, speaking with the public, client case management, and more.

Benefits

Full medical, dental, and vision. Generous holiday schedule, vacation time, sick leave, 401 (k) with match and the possible annual bonus¹.

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Prescription Insurance

Schedule:

- 8 hour daily shift - Monday to Friday
- Occasional weekends

¹ Benefits have waiting periods before eligibility is established
Vacation - accrues after 90 days
Sick Pay - eligible after 90 days
401(k) eligible after 6 months

Supplemental Pay:

- Bonus pay²

COVID-19 considerations:

Most Client and prospect interaction continues to be done remotely. If in person all PPE and sanitation procedures followed. Daily wellness checks of all employees and all guests are screen at the entrance.

Experience:

- Clerical experience: 2 years (Preferred)
- Computer skills: 5 years (Preferred)
- College 2 years (preferred)
- Driver's license and safe driving record (required)

Language:

- English (Preferred)

Work Location:

- One location

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Detail-oriented -- would rather focus on the details of work than the bigger picture

This Job Is:

- A great path for those who want to make a positive difference in the life of others

Physical capabilities

- Sitting for extended periods of time
- Computer and telephone a good part of the work day
- Lifting: ability to lift minimum 50 pounds.

Company's website:

- www.thecaregiverfoundation.org

² Bonus pay is at the discretion of the Company and financial considerations

Company's Facebook page:

- <https://www.facebook.com/CaregiverFoundation>

Benefit Conditions:

- Waiting periods (401k – 6 months, vacation, 90 day waiting period all others)
- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Plastic shield at work stations
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place