

**ELDERBRIDGE AGENCY ON AGING
JOB DESCRIPTION**



TITLE: IRTC (Iowa Return to Community) Specialist

OFFICE ASSIGNMENT: Mason City TERRITORY ASSIGNMENT: 29 Counties

SUPERVISOR: Director of LifeLong Links SALARY: Exempt

BASIC FUNCTION:

Provides support to IRTC Coaches and LifeLong Links clients.

The following are reoccurring tasks construed as exclusive or inclusive. Other duties may be required and assigned but are in line with the job classification and qualifications. These responsibilities must be performed with or without accommodations.

RESPONSIBILITIES AND DUTIES:

IRTC Coach - Provides client centered services to individuals to ensure a safe transition into the community from a hospitals/skilled facility.

- Complete Outreach/Marketing activities as necessary and assigned for IRTC/OC program.
- Utilizing WellSky, complete and maintain documentation, both paper and electronic, in a timely manner as required by state and federal regulations, program and other funders.
- Provide technical assistance to staff on WellSky as directed
- Provide coaching sessions with staff performing IRTC/OC as directed.
- Be an ongoing advocate on behalf of LifeLong Links/IRTC.
- Maintain confidentiality of all client and agency information, both paper and electronic.
- Report weekly to Director of IRTC Coordinator.
- Participate in continuing education, including but not limited to mandatory reporter certification and six hours of aging-related training per year, and both case management and agency meetings as required.
- React to change productively and handle other tasks as assigned by the Director of LifeLong Links, COO, or CEO.

Options Counseling - As part of the LifeLong Links Team, this position will provide individuals age 60 and over Options Counseling and access to services and goods.

- Utilize person-directed approach with the consumer to engage and discuss their goals.
- Assess needs, values, and preferences in order to discuss options.
- Explain pros and cons of various options and support persons to facilitate decision making.

- Develop person-directed action plan to support their decisions.
- Identify existing consumer resources and supports.
- Advocate for consumer decisions about services and supports.
- Identify available resources to address unmet needs.

- Make referrals or facilitate access to services, including to help complete applications or make phone calls.
- Enter all client interactions in the Harmony Database on a daily basis and maintain all client documentation.
- Provide follow up to determine how well the action plan is working or if it needs to be revised.
- Conduct at least two (2) Home Meds assessments per month
- Conduct BEC Screen and applicable applications on all Medicare eligible clients requesting Material aid assistance
- Make presentations to consumers, service-providers, and other community groups as requested and approved by your supervisor.
- Attend staff meetings and training events.
- Performs other duties as assigned.
- Elsevier and AIRS Training requirement

Case Management – Accepts client referrals from and carries out Case Management responsibilities under the direction of the Case Management Coordinator.

- Accept referral and complete an intake per program guidelines.
- Complete a comprehensive assessment.
- Develop a service plan
- Implement services and provide ongoing monitoring
- Conduct at least two (2) HomeMeds assessments per month.
- Conduct BEC Screen and applicable applications on all Medicare eligible clients requesting Material aid assistance
- Follow-up and reassessment of the client:
- Monthly client/collateral contact via telephone or in-person
- Annual face-to-face reassessment unless needed sooner due to client status change
- Client discharge/transfer
- Records and documentation In WellSky database

ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES:

- Working knowledge of the Older Americans Act and the purpose of area agency on aging.
- Strong interpersonal skills to relate to diverse cultures, older persons and their caregivers.
- Ability to work independently and build effective collaborations and partnerships.
- Knowledge of older persons and healthy aging programs, services and the aging network.
- Proven oral and written communication and presentation skills.
- Strong organizational, personnel management and administration skills and an ability to plan, direct, and monitor the work of others and motivate staff.
- Capability to gather and analyze information and needs, and aptitude in judgment when applying/interpreting program policies and procedures or solving problems.
- Proficiency in the use of computers, preferably with knowledge of Microsoft Office 2010.

QUALIFICATIONS:

- Bachelor's degree in a human services field (preferred one year of experience to meet AIRS Certification); OR
- License to practice as a registered nurse (preferred one year of experience to meet AIRS Certification); OR

- License to practice as a licensed practical nurse and four years of experience working in the areas of aging, disabilities, community health or hospital discharge planning; OR
- Associate's degree and four years of experience working in the areas of aging, disabilities, community health or hospital discharge planning;
- Must become certified as an Alliance of Information and Referral Specialists (AIRS) within 12 months and Adult/Child Mandatory Reporter within 6 months of employment.

PHYSICAL DEMANDS:

The person occupying this position must be able to perform all responsibilities and tasks outlined above, which may include:

1. Lifting items weighing up to 25 pounds along with bending and twisting simultaneously, including lifting program materials and supplies onto/off of cart and into/out of vehicle;
2. Travel long distances (30 miles or more one way) on a weekly basis;
3. Maintain regular office hours in order to be accessible to leadership team, clients and case managers.

Employee in this position must have a valid driver's license, be able to be insured as a motor vehicle operator, and be able to travel frequently in and outside the Agency's area, as the job requires.

While performing the duties of this position, the employee is occasionally required to walk, sit, use hands or fingers, feel objects, tools, or controls, reach with hands and arms, talk and hear. The employee can expect to sit for extended periods of time – up to 90% of the time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties that are not essential for satisfactory performance of the position.

WORK ENVIRONMENT:

Noise level in the work environment is moderate.

Elderbridge and its employees strive to provide a respectful work environment where all individuals are treated with respect and dignity and are inspired to use their creativity to meet consumer needs. All relationships among persons in the workplace are to be business-like and free of bias, prejudice and harassment.