



Senior Charity Care Job Description

Position: Mobile Clinic Coordinator
Hours/Classification: Part Time Hybrid 20-25/Week
Reports to: Case Management Director
Date Reviewed: July 2024

Agency Description

Founded in April 2011, the Senior Charity Care is a non-profit organization dedicated to improving the quality of life for senior in need. We assist seniors 55+ along the Wasatch Front who require health care services such as eyeglasses, hearing aids, and dental care. We pack our cars and vans with all the equipment needed to host dental and vision clinics right at the senior's apartments.

We are a relatively small but growing non-profit organization with around ten employees. Please visit our website to see our clinics live in action as well as hear some of the heart warming stories about the seniors we serve. If you want to feel good about the work you are doing and to know you have made a difference in the world by positively changing the lives of those deserving seniors in your community, then please apply.

Job Description

Working independently, as well as part of a team, and under the supervision of the Case Management Director, you will assist in identifying and recruiting senior residents and coordinating their services.

Duties Will Include:

- Participate in the development and fulfillment of the Mobile Dental and Vision Clinics in partnership with the SCC team
- Schedule, organize, and host Mobile Clinics throughout the state
- Host senior socials and other events to recruit new patients

- Assist potential clients in completing an intake application when necessary
- Collaborate with local service coordinators and other case managers to promote SCC services
- Identify barriers to service and develop possible interventions
- Work with other SCC staff to uphold the mission of the organization
- Maintain detailed case file documentation and complete reporting as required
- Ensure program targets and outcomes are met
- Other duties as assigned

Qualifications and Skills:

- Bachelor's Degree in a social or human services field preferred
- Education and experience working with the senior population, including mental health issues, preferably in healthcare
- Education and experience working with individuals with low-income
- Ability to work independently with little to no supervision
- Excellent organization skills, including project management and data tracking
- Must be able to maintain patient confidentiality
- Strong computer proficiency including Microsoft Office and Google programs
- Ability to communicate effectively in English, both orally and in writing
- Proficiency in communications in Spanish preferred
- Ability to advocate on behalf of SCC to patients, partners and the public
- Must carry automobile insurance and have reliable transportation
- Must be able to pass a criminal background check
- Must be willing to travel throughout the state
- MUST have a good heart and be friendly and kind to our Seniors.
- Skills can be taught, loving kindness must be inherent.

Salary & Benefits

Starting at \$19/hr dependent on personal qualifications and experience

Flexible scheduling.

Part time, may increase to full time as the organization grows.

Location & Travel

This is a mobile position that requires the individual to be onsite at multiple senior locations. There are also opportunities where the individual may do some work from home following agency orientation. Necessary office equipment (laptop, etc) will be provided.