

Public Consultant Group is looking to hire a Consultant Social Services Coordinator. Job location: Jersey City.

Link to apply: <https://nlx.jobsyn.org/a2ffc25a32a148ec88d55384be1808b0159>

Public Partnerships LLC, a subsidiary of Public Consulting Group supports individuals with disabilities or chronic illnesses and aging adults, to remain in their homes and communities and “self” direct their own long-term home care.

Duties

Manage Caseload

- Manage a Caseload of 110-130 Program Participants
- Maintain required contact with assigned participants, including telephone calls and quarterly home visits
- Respond to participant inquiries
- Maintain email communication with participants, as needed
- Resolve participant issues

Provide participants with practical skills training in areas such as:

- Locating community resources;
- Recruiting, selecting, hiring, training, and supervising employees
- Purchasing goods and services;
- Managing a monthly budget to pay for their direct care workers

Assist participants to:

- Enroll in the Personal Preference Program
- Complete required enrollment paperwork
- Identify community resources, services and supports to meet their life goals;
- Develop their spending plan and schedule their employees to stay within their monthly budget
- Assist direct care workers, to complete required paperwork to be employed by the participant;
- Monitor participant health and safety through monthly phone contact and quarterly home visits (as needed);

- Maintain progress notes in accordance with NASW standards;
- Report and respond to participant complaints and grievances;
- Act as mandated reporter for allegations of abuse, neglect, and exploitation.

Qualifications

Required Skills

- Ability to manage own schedule and work independently with minimal supervision
- Strong Microsoft Office applications skills
- Commitment to exceptional client service
- Creative problem-solving ability and a consultancy mindset
- Dedication to accomplishing goals and challenges presented by clients and management
- Ability to interact with various levels of management and with clients
- Flexible, self-starter possessing intellectual curiosity
- Enthusiasm for life-long learning and staying well-informed about current business issues
- Proven ability to take initiative to move daily work forward
- Able to follow, critically evaluate, and improve upon current processes
- Excellent oral and written communication skills
- Ability to use sound judgment in completing tasks and to seek guidance when needed
- Ability to recognize issues and identify solutions

Education & Experience

- Minimum of one (1) year of experience working with individuals with disabilities and/or senior citizens required;
- Bachelor's degree in relevant field preferred
- Knowledge of Medicaid services preferred

Other Requirements

- Criminal Background Check
- A valid driver's license, access to a motor vehicle, and active vehicle registration, inspection and insurance certification required.