

OPTIONS COUNSELOR - AGING

JOB DESCRIPTION:

The Options Counselor performs a variety of professional duties related to consumer-directed, short-term decision and support to consumers, family members, caregivers, and others requesting information and assistance from the Area Agency on Aging. This includes, but is not limited to, gathering appropriate information for screening, intake, assistance, and access to services and making viable referrals to community resources based upon consumer preferences, needs and goals. Ensure prompt and appropriate referrals and follow up. Provide Options Counseling via in-person, telephone, walk-in, e-mail, or other virtual platforms. Maintain a comprehensive resource database on community organizations, long term care services, public and private payer resources, applications, etc. Track and gather data and the necessary information to meet job duties and ensure required reports are accurate and complete. Engage in interagency collaboration, education, outreach, and marketing opportunities related to Options Counseling, Information, and referral services. For a detailed job description email: jwong@fivecounty.utah.gov

EDUCATION AND EXPERIENCE:

Applicants should have a bachelor's degree in related field with minimum of one year of work experience with elderly populations. Preference given to individuals licensed in the Utah as a Social Service Worker (SSW). Must have valid driver's license and the ability to travel throughout Five County Service Area. Must demonstrate excellent written and oral communication, interpersonal, organizational and follow-up skills with understanding of consumer-directed, person-centered service delivery to include intake, screening, information, and referral. Preference given to individuals with direct case management experience, experience with long term care supports and services and knowledge of community resources and local service systems for older adults and persons with disabilities. Must have basic computer skills including: Word, Excel, and web-based software programs. Must have ability to work effectively with public, co-workers and professionals with knowledge of general office procedures and phone etiquette.

WORKSITE ADDRESS:

1070 West 1600 South Bldg. B St. George UT 84770

WORK SCHEDULE:

29 hours week (Monday - Friday)

SALARY:

Starting Salary \$2,245 -2,440 per month, commensurate with education and experience

BENEFITS:

Retirement Benefit/401-K, Sick & Annual Leave, Holidays

INSTRUCTIONS:

Interested applicants should submit cover letter, resume, and application (found on website at www.fivecounty.utah.gov) via email to: jwong@fivecounty.utah.gov

Applications must be received by 5:00 p.m. on October 19, 2020.