



CAPABLE Program Coordinator (Client Services)

SCOPE OF WORK

Responsibilities

- Utilize interviewing techniques to identify potential CAPABLE Participants.
- Supervise the work of OTs, RN and HRP engaged in the CAPABLE Program.
- Monitor participant files.
- Explain the CAPABLE Program and the eligibility criteria to referrals.
- Prioritized calling referrals for intake, screening, pre/post baseline and AAA Six Month Survey.
- Assign eligible participants to OT and RN.
- Assist OTs, RNs in finding different resources within the community for participants needs.
- Assist the CAPABLE Program Administrator with data input for demographic, intake, screening, pre/post baseline and AAA Six Month Survey required by AAACAP and grantor agency.
- Performs an array of administrative work related to the CAPABLE Program
- Assist the CAPABLE Program Administrator with OTs/RNs with adaptive equipment orders, including invoicing, ordering per AAACAP Policy and keeping Participant Budget cost spreadsheet updated.
- Assist in resolving complaints from participants related to the CAPABLE Program.
- Document referrals, intake, screening, pre/post baseline and AAA Six Month Survey according as required by AAACAP.
- Communicate and coordinate with the CAPABLE OT's RN's, HRP and AAACAP staff.

Other Duties

- May participate in additional training and certifications as required by project goals and deliverables
- Assist with marketing the CAPABLE program to community and professional groups to encourage participation and interest in project.
- Assist The CAPABLE Program Administrator with data entry and reporting grant deliverables and outcomes as required by AAACAP and grantor agency.
- Provide Technical assistance to OT, RN and HRP.

Required Qualifications

- Ability to work within a collaborative, client-directed model
- Willingness and ability to implement a protocol and balance with judgment
- Bachelor's degree from an accredited four-year college or university with major course work in clinical healthcare, social services, Public Administration, or a related field required.

Preferred Qualifications

- Experience with older adults and in-home care
- Bilingual in English and Spanish