



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦  
[www.reachak.org](http://www.reachak.org)

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**AN EQUAL OPPORTUNITY EMPLOYER**

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**JOB ANNOUNCEMENT**

**POSITION:** CARE COORDINATOR – Part-time to Full-time

**POSITION #:** 04B-0810

**DEPARTMENT:** Intake & Resource

**SALARY:** Competitive Salary (DOE) & Benefit Package

**CLOSING DATE:** Open Until Filled

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**DUTIES & RESPONSIBILITIES:** Serves as an advocate for waived clients. Responsible for developing and writing Medicaid Waiver Plans of Care or DSDS grant funds for individuals on caseload by identifying, developing and coordinating provision of client services provided by REACH, Inc and other agencies. Maintains contact with clients, families, and guardians as needed and appropriate; with a minimum of two contacts per month; including at least one face to face meeting per month. Monitors client's satisfaction with services rendered. Facilitates the person-centered annual planning meeting. Writes the goals and objectives based on the information gathered during the annual planning meeting. Completes the ICAP application, and schedules psychological evaluations as needed, in a timely manner. Maintains accurate and timely documentation of services rendered. Works closely with the Support Services Case Manager to ensure delivery of quality, person-centered services. Understands and complies with all Agency policies and procedures. Ensures confidentiality as prescribed by Agency policy and applicable Federal and State Law. Attends and participates in meetings, committees, and training, as assigned. Maintains and promotes a positive, professional working relationship with all employees.

**- CONTINUED ON REVERSE SIDE -**

**QUALIFICATIONS:** Demonstrated ability to work with a high degree of independence, dependability, and sound judgment, experience in human services, case management, and group facilitation. Demonstrated ability to promote a positive, professional working relationship with professional and support staff. Knowledge of the medical, behavioral, habilitative, and rehabilitative considerations of individuals. Knowledge of laws, rules, regulations, policies, procedures, precedents, and terminology used in the work, requirements for HCB Waiver Care coordination services, family-centered services, the HCB Waiver Care coordination process, knowledge of resources available, applicable state regulations, the Individual with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA). A self-starter, who is conscientious and able to perform job duties with minimal direct supervision. Strong interpersonal and written communication skills. Excellent organization, documentation, and time management skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously. Effective problem solving skills, and proficiency in the use of computers and various programs including Word, Excel. etc. Must possess the ability to assess the treatment of individuals who experience physical and/or mental disabilities.

**LICENSURE REQUIRED:** N/A

**REQUIREMENTS:** *Must meet the Care Coordinator requirements as defined in Alaska Administrative Code 7AAC 43.1041.* Requires AA Degree in related human services field and one year related full-time paid work experience; **OR** two years of college in related human services field and one year related full-time paid work experience with human services recipients and providers; **OR** three years of full-time paid work experience which includes at least one year of work experience with human services recipients and providers; **OR** hold certification as a rural community health aide or practitioner and have a minimum of one year full-time experience related to providing home care or similar service. Ongoing DSDS care coordinator training as established by DSDS. TB clearance required. CPR and First Aid Certification is required within the first thirty (30) days of employment. Successful applicant will be required to undergo a successful DHSS criminal background and fingerprint check, prior to employment. Driving is a requirement of this position and applicant must be at least 21 years old, possess a current Alaska Driver's License, have been a licensed driver for at least three years, and provide Agency with proof of current Auto Insurance Coverage and successful State Motor Vehicle "*Full History*" Driver's Report, prior to employment.

**APPLICATION PROCESS:** Applications may be downloaded from our website @ [www.reachak.org](http://www.reachak.org) Please submit a completed REACH, Inc Application for Employment, and resume to Human Resources; REACH, Inc; 213 Third Street; Juneau, AK 99801; **OR** fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc. For further information please contact Nancy Lennon at 586-8228.

***Please Note: : REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.***