

HOT JOB

Baltimore County Career Centers

EMPLOYER:

Home Helpers®

POSITION:

Care Coordinator

Responsible for coordinating and maintaining client schedules for care while working in tandem with the staffing coordinator and operations. The Care Coordinator will also build strong relationships with caregivers and clients and ensure appropriate matches are being made between client and caregiver.



Baltimore, MD
(Metro Area)



Full Time
(Plus on call)



\$20.00
Per hour

POSITION DUTIES:

- Maintain schedules for a portfolio of clients together with a staffing coordinator
- Identify caregivers who can best meet each individual client's needs based on specific criteria
- Communicate and confirm receipt of client information and care needs to Caregivers
- Perform start of care with new clients and new caregivers
- Resolve scheduling issues including but not limited to call outs, schedule changes and caregiver changes
- Build positive relationships with Caregivers
- Hold caregivers accountable to Home Helpers' standards of conduct
- Other administrative tasks pertaining to client and caregiver journey

QUALIFICATIONS:

- HS diploma or equivalent
- Minimum of 2 years' experience in a fast-paced health care or home health office setting
- Must have a valid driver's license
- Excellent interpersonal skills
- Must have strong organizational skills
- Must have reliable transportation

HOW TO APPLY:

- Call the office at 410-944-4380 to setup an interview
- All interviews and orientations will be held virtually
- 40 hours per week plus on call

Expires: March 11, 2022



Job Connector
American Job Center



County Executive Johnny Olszewski and the Baltimore County Council

Baltimore County Career Center Locations

7930 Eastern Ave. Baltimore, MD 21224 410-288-9050	11101 McCormick Rd Hunt Valley, MD 21031 410-887-7940	3637 Offutt Rd Randallstown, MD 21133 410-887-8912
--	---	--