



Position: Caregiver Support Program Supervisor

Primary Function: To provide direction and supervision of all program activities, including counseling, one-on-one outreach, group training and education, support groups, memory café, respite, and gap-filling funds. To provide supervision of caregiver specialists and interns in all tasks.

Position Responsibilities:

1. Regular communication and coordination with the Countywide Caregiver Coordinator including attendance at AgeOptions meetings and training involving caregiver issues.
2. Increase community awareness and support of caregiver issues throughout the program's service area through meetings with community leaders and presentations to community groups.
3. Train and supervise Caregiver Specialists, other staff, and interns on caregiver programs and benefits.
4. Ensure all enrolled caregivers receive a TCARE assessment every 3 months as required by AgeOptions.
5. Provide direct program services to a caseload of caregiver clients.
6. Facilitate at least two caregiver support groups on a monthly basis and at least one memory cafe.
7. Develop, organize, and facilitate educational programming for caregivers.
8. Participate in Stress Busting, Savvy Caregiver, Powerful Tools, and ALZ IL trainings. Pursue additional training related to ALZ and other dementias as needed.
9. Respect the caregiver's right to self-determination while maintaining confidentiality at all times.
10. Oversee respite and gap program expenditures, Grandparents Raising Grandchildren expenditures, and other grant allocations within the Caregiver Program.
11. Ensure all Title III E program standards and requirements are met.
12. Ensure timely data entry; track program goals and outcomes and provide both narrative and statistical information for proposals and reports as needed.
13. Ensure timely project income/donation requests are sent monthly.
14. Reports to Director of Social Services. Participates in supervisor/managers meetings. Works collaboratively with all staff.
15. All other tasks as assigned.

Qualifications:

1. Master of Social Work degree or related; LCSW preferred.
2. Ability to communicate effectively with individuals and groups.
3. Minimum two years experience in a social service environment.
4. Supervisory experience required; experience with older adults and families preferred.
5. Availability of an automobile for home visits.

For More Information or to Apply: Contact Colleen Pelikant at cpelikant@agingcareconnections.org