

# Lutheran Services Carolinas Job Description

**Job Title:** AFL Family Care Coordinator

**Supervisor (title):** HCBS State Director

**Department:** Home and Community Based Services

**Approved by:** Syhesia Sharpe 

**Date:** 7-23-2019

**Position Purpose/Summary:** *(A brief descriptive statement that summarizes the overall purpose and objectives of the position, the results the worker is expected to accomplish and the degree of freedom to act.):*

The Family Care Coordinator is responsible for recruiting, screening and enrolling AFL Host Homes primarily in the four County (Wake, Johnston, Cumberland and Durham) Alliance catchment area. The Care Coordinator is also responsible for the provision and management, coordination and documentation of services for the host home and resident primarily in the Alliance catchment area but with some service provision in other areas.

**Essential Functions:** *(List the tasks, duties, and responsibilities of the position that are most important to get the job done. The responsibilities should be listed in the order of importance, with the highest priority functions first. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Develop and execute annual promotional plan for host home families.
2. Promote host homes to individuals and groups in targeted regions.
3. Utilize marketing and sales approach established by LSC.
4. Document all contacts and maintain organized contact list.
5. Seek out and identify potential host homes in targeted regions.
6. Educate potential host home placements in various levels of AFL Services.  
(Levels I, II, III)
7. Screen potential host homes for LSC appropriateness.
8. Complete home enrollment for host homes.
9. Establish and maintain relationships with comparable MCO, Human Services agencies, State/County government agencies, congregations and communities.
10. Becomes knowledgeable about each client and his/her plan of service.
11. Implements and documents interventions in individual's plan of services (ISP) goals as identified in each.

12. Provides training and assistance in all daily living skills as needed. Areas of service for home include but are not limited to personal hygiene, grooming, housekeeping, laundry, meal preparation, money management, shopping, and social engagement.
13. Aides in vocational coordination activities; and provides one-on-one assistance as needed.
14. Provides training and assistance (coordination) in areas such as health management, medication administration, communication, socialization, self-advocacy, skill development, and community integration as needed.
15. Other duties assigned by supervisor or designee.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*): N/A

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Minimum Associate's degree. Bachelor's or Master's degree preferred in marketing/ and direct care in human services fields.

Experience: Two years' experience in marketing/public relations and direct care a plus. Knowledge of family systems a plus.

Specific skills/abilities: Excellent communication skills –written and verbal (one-on-one, groups and public speaking). Minimum 21 years of age and have a valid driver's license, auto insurance and access to reliable transportation.

Specialized knowledge, licenses, etc: Marketing, advertising, direct care of adult services and, adults with disabilities.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification -e.g. Master's Degree, bilingual*).

Enjoys interaction with others  
Ability to inspire in others the desire to help  
Strong promotional and advertising skills  
Highly organized  
Self-motivated  
Goal and productivity-oriented  
Strong documentation skills

Well-versed in various levels and requirements of AFL care, or ability to learn services.

Team player

Positivity

Respectful of people of all backgrounds, economic levels, and cultures.

**Working Conditions/Physical Requirements:** *(Please list work conditions for physical or other important issues which relate to the job; the conditions listed should be representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Ambulatory in all locations, ability to navigate steps.
2. Ability to bend, stoop, and reach overhead.
3. May require periods of extensive travel to provide leadership and wherever the service or services is being delivered.
4. Must be flexible and be able to work irregular hours.
5. Ability to bend, stoop (to floor), reach overhead.
6. Minimum lift and carry requirement in a task of 10 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***