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## Family Caregiver Program Coordinator

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**POST DATE:** August 28, 2018  
**LOCATION:** CMCOG, 236 Stoneridge Drive, Columbia SC  
**JOB TYPE:** Exempt, Regular, Full-time  
**DEPARTMENT:** Area Agency on Aging / Aging & Disability Resource Center  
**CLOSING DATE:** September 14, 2018

### **POSITION DESCRIPTION:**

The Central Midlands Council of Governments (CMCOG) is seeking an experienced individual to serve as the Family Caregiver Program Coordinator. Reporting to the AAA / ADRC Director, the Family Caregiver Program Coordinator will be responsible for assisting the Family Caregiver Advocate in developing partnerships and service options in order to develop a multifaceted support system to respond to the needs of family caregivers.

### **JOB RESPONSIBILITIES:**

1. Assists in developing, implementing, and tracking the AAA/ADRC work plan for the regional Family Caregiver Support program, including the five identified services in Federal legislation.
2. Assists in program and resource development efforts, and develops working relationships with faith, social service, health, and business entities to promote a coordinated system.
3. Assists in developing and implementing area publicity and outreach campaigns, and maintains a mechanism to receive input from caregivers.
4. Assures a process for providing consumer choice exists and develops policy regarding cost sharing, following existing State policy.
5. Maintains an adequate system for program record keeping and assists in submitting the required reports in accordance with State and Federal requirements.
6. Attends regular meetings scheduled by the State office with peer Caregiver Advocates.
7. Advocates for the interest of family caregivers.
8. Identifies resources and lack of resources, for family caregivers, including long distance caregivers.
9. Performs any other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

- Graduation from a four-year college or university with a degree in social work, sociology, public administration or a closely related field;
- Two (2) years' experience in human service programs; or
- Any combination of education and experience which provides the required knowledge, skills and abilities.

### **PREFERRED QUALIFICATIONS:**

- Excellent communication skills and the ability to effectively communicate orally and in writing;
- Knowledge and use of operating standard office equipment such as computers, telephone systems, copiers, and facsimile machines, as well as working knowledge of Windows, Word, Excel and Outlook;
- Excellent interpersonal skills to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to establish harmonious and effective working relationships. Discreet and diplomatic;
- Professional ability to maintain a cordial and productive working relationships with people of varied social, cultural, and educational background;
- Excellent interviewing skills to deal effectively with the public in handling inquiries and communicating information;
- Background and knowledge of health, human and social services/programs.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

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**Interested and qualified candidates should submit a resume, cover letter, and CMCOG application.** To download the application, go to [www.cmco.org](http://www.cmco.org), click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and CMCOG application to: [recruiter@centralmidlands.org](mailto:recruiter@centralmidlands.org). This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

*CMCOG is an Equal Opportunity Employer*