We are pleased that you are interested in applying for the position of Care Coordinator. The starting wage range for this part-time (20 hour/week), benefited, non-exempt position is $13.76 to $16.37 per hour, depending upon experience and qualifications. Position hours are Monday through Friday between 8 AM to 5 PM. Although not frequent, there may be occasional special weekend or evening events each year where participation is required. Use of a personal vehicle and travel throughout Missoula and Ravalli Counties is required. Occasional travel outside of Missoula may also be required for training & other purposes. Reimbursement is provided. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

Using professional social work practices and program development skills, the VD-HCBS Care Coordinator will be a part of a team that supports the ongoing implementation and coordination of the VD-HCBS program. Activities will include: assessing and orienting clients, educating and monitoring service providers, outreach and education to community providers and groups, and statistical information gathering and interpretation.

The preferred knowledge, skills and abilities are typically acquired through the completion of a Master’s degree in clinical social work or other relevant behavioral science (e.g. counseling, psychology, nursing) and two (2) years of relevant experience within the field of human services OR a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience.

To apply, you must submit a complete application packet with the following components:

- A cover letter is required and must clearly explain how your past work experience will allow you to be successful in meeting the Knowledge, Skills and Abilities required of this job (refer to Qualifications in the Job Description). You must give specific examples of your experience of the social dynamics of Veterans, aging and the application of modern social work principles.
- A Missoula Aging Services application for employment. Please provide an example of your experience and success relevant to the duties of the position. Please explain any certifications or licenses you have previously been required to receive as well as your experience in using electronic data tracking systems, databases and Microsoft Office applications.
- A resume; please note that a resume will not be accepted in lieu of a completed application form or fulfill the requirement to include a cover letter addressing the above criteria.

Incomplete application packets will not be considered. Application review for this position will begin immediately. The position will remain open until filled.

To apply:

Visit the Missoula Aging Services website – https://missoulaagingservices.org
- Click on “About Us” (top of page)
- Click on “Career Opportunities” (right side of page)

Submit your cover letter, application and resume to hr@missoulaagingservices.org

Continued...
Benefits:

- Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision and life insurance (available the first of month, 90 days after hire). Premiums for part-time employees are partially paid by Missoula Aging Services.
- Paid Time Off and Holiday Leave
- Group Life & Long-term Disability insurance
- Retirement (1-1 match after one year of service, up to 5%)
- Employee Assistance Program (EAP)
- Free Parking

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Please advise us if accommodations are needed to participate in the application or interview process.

MISSION

Missoula Aging Services promotes the independence, dignity and health of older adults and those who care for them.

VALUES

- We are the leader in building a community that values and supports people of all ages and abilities.
- We provide opportunities to serve and remain healthy through an active community life.
- We engage the wisdom and talents of people of all ages and abilities in the enrichment of the community we share.
- We make complex services more easily accessible through education, referrals and personal individualized services.
- We educate and engage those who are preparing to retire.
- We support those who care for family members and loved ones.
- We honor the dignity of all individuals by equipping them, and their families, to make choices that meet their specific needs.
- We encourage the option for people to remain in their own homes with appropriate supportive services.
- We provide vital information, assistance and civic engagement for people of all income levels.