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NOTICE OF VACANCY

DATE POSTED: DECEMBER 13, 2018

(25 hours per week)

JOB DESCRIPTION

Job Title: Community Assessor and Support Broker
Department: Veterans Administration Programs
Position Reports to: CEO
Job Title(s) Reporting to This Position: None

POSITION OVERVIEW

Work as part of **grant-funded team** to determine return on investment for person-centered counseling. Provide person centered counseling, assessment, and care plan development services to individuals referred to VA community services. Monitor plans of care for appropriateness. Assist researchers through data collection and reporting.

DUTIES

- Deliver person-centered options counseling assessment
- Develop and coordinate a plan of care with consumers and their families
- Provide ongoing monitoring for veterans referred for homecare services
- Refer consumers to and/or provide advocacy for entitlements
- Maintain any necessary consumer documentation
- Perform any related data entry tasks
- Complete and submit program reports according to contract
- Perform any other department or agency-related duties or special projects as directed by supervisor.

QUALIFICATIONS

- Strong assessment skills
- Willing and able to conduct home visits
- Knowledge and familiarity with community resources
- Good communication skills
- Ability to work independently
- Good organizational skills
- Computer literate
- Access to reliable transportation

PLEASE SUBMIT COVER LETTER & RESUME TO: Maureen McIntyre, CEO at maureen.mcintyre@ncaaact.org

The North Central Area Agency on Aging, Inc. (NCAAA) is an equal opportunity employer.