

**CLASS TITLE: HOME AND COMMUNITY CARE
COORDINATOR**

**Class Code: 02788700
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To carry out complex technical, analytical, administrative, evaluative, and liaison work relative to the implementation of home and community care services; to be responsible for operations of Department of Elderly Affairs (DEA) home and community care programs; to integrate the work of state and local agencies providing home and community care for frail, at risk older Rhode Islanders; to supervise the work of other personnel engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an Assistant Director or Associate Director with wide latitude for independent judgement.

SUPERVISION EXERCISED: Plans, supervises, and reviews the work of subordinate personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To organize and administer statewide programs of home and community based care for older Rhode Islanders, including Medicaid waiver programs and state funded home care programs.

To train, supervise, and evaluate staff involved in the implementation of DEA programs.

To monitor a state and federal budget providing resources for home and community based care including monitoring of a system for these programs, including a network to case management agencies to evaluate program, social, and economic data regarding the services provided and the need for home and community based care for older citizens.

To coordinate with a network of home and community based care agencies including case management agencies, home care agencies, adult day service centers and other providers.

To assist in developing policy and to monitor the implementation of such for home and community based care.

To develop operational procedures for the Home and Community Care Programs and to monitor and evaluate such procedures and to make alterations based on effectiveness.

To write extremely complex technical, analytical, and evaluate reports and grants regarding home and community based care.

To carry out complex, high level liaison work with state, local community organizations, clients and their families.

To develop outreach and public relations materials for the Home and Community Care program.

To conduct outreach and information presentations on DEA programs.

To provide orientation and technical assistance to regional case management programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island's System for long term care for older persons; a thorough knowledge of the methods and techniques involved in collection and organization of program, social, and economic data; the ability to administer programs designed to provide home and community care for frail, at risk older persons; the ability to plan, organize, supervise and review the work of subordinate personnel; the ability to establish and maintain effective

working relations with state, local community officials, clients, and family members; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or university of recognized standing with specialization in social work, health care, public administration or a closely related field; and

Experience: Such as may have been gained through: three to five years employment in a responsible position involving program implementation and supervision.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03