NEWAYGO COUNTY
COMPASSION HOME

Position Description

Job Title: Care Coordinator

Position Summary
The Care Coordinator for the Compassion Home is guided under the direction of the Executive Director and is responsible for ensuring that each guest receives care aligned with their individual plan. This plan is developed collaboratively with the guest's family and the hospice agency overseeing medical care. The Care Coordinator plays a vital role in providing compassionate support that addresses the physical, emotional, and spiritual needs of guests and their families.

Position Type: PRN position requiring a flexible schedule, including days and nights, weekends, and holidays as needed.

Key Responsibilities
The Care Coordinator ensures that all guests receive appropriate, high-quality care in accordance with their care plans. Responsibilities include, but are not limited to:

Care Coordination & Guest Support
- Plan and coordinate care among hospice agencies, caregivers, and the guest's family
- Ensure continuous, personal care on each shift, including meal preparation and service
- Provide compassionate physical, emotional, support to guests and families
- Assist in facilitating the admission of new guests and their families
- Conduct and document initial assessments of guests' symptoms

Caregiver Oversight & Communication
- Provide clear instruction and guidance to caregivers
- Maintain accurate and timely documentation of care
- Participate in required meetings and ongoing team communication

Medication & Safety Management
- Follow all medication policies and hospice directives
- Administer medications in accordance with hospice orders
- Maintain accurate counts of designated medications
- Contact local emergency services for lift assistance if ever necessary

Daily Living Support
- Assist with personal care needs, including:
- Emptying catheters
- Changing briefs
- Safely assist with lifting and ambulation as required
- Prepare meals for guests
- Perform light housekeeping duties

Qualifications
- Demonstrated commitment to the mission and vision of the Compassion Home
- Compassionate experience supporting individuals who are terminally ill and their families
- Prior caregiving experience required, knowledge of hospice care preferred
- Consistent demonstration of attentiveness to physical, emotional, and spiritual needs
- Effective written and verbal communication skills
- Understanding of and compliance with HIPAA requirements
- Completion of the caregiver training program in-house