

**ASSISTANT HEALTH CARE COORDINATOR**  
DEPARTMENT: Williams Adult Day Center  
SUPERVISOR: Health Care Coordinator

Approved by: Chief Operating Officer  
Date: May, 2012  
FLSA: Non-exempt

**POSITION SUMMARY**

Assists with all aspects of health care for participants including individual care plans and coordination of participant use of community health services.

**QUALIFICATIONS**

**Education, Experience, Training:**

Licensed in North Carolina as a Registered Nurse or as a Licensed Practical Nurse. Current CPR and first aid training.

**Knowledge, Skills, Ability:**

- Knowledge of elder care and related health issues
- Ability to handle sensitive information in a confidential manner
- Excellent interpersonal skills
- Ability to work as part of a team

**Physical Requirements:**

Lifting of 25 pounds or more, ability to stand and walk most of the workday, talking and listening. Annual medical verification of freedom from communicable diseases. Not substantially exposed to adverse environmental conditions.

**ESSENTIAL FUNCTIONS**

75% Provides nursing care and assists participants with activities of daily living; develops nursing components of care plans; coordinates use of community services; provides individual, group and family counseling and education on health care issues; maintains accurate clinical records; contacts physicians and other health care providers regarding changes in participants' clinical status; assists with supervision of the program in the absence of the Health Care Coordinator.

25% Assists with staff development and continuing education program; assists with supervision of students and volunteers in the absence of the Health Care Coordinator; pursues professional growth and development; assists in maintaining a clean, comfortable and safe environment; other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Assists with supervision of staff, program, students and volunteers.

**AUTHORITY/ACCOUNTABILITY**

Responsible for program function and compliance in the absence of the Health Care Coordinator.

**PROBLEM SOLVING**

Resolves issues with medical needs and coordination of treatment according to physicians' orders.

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Employee Signature

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Date