

# Services Now for Adult Persons, Inc. (SNAP)

## Job Description

### Caregiver Program Intake/Respite Coordinator

The Intake/Respite Coordinator is responsible for conducting initial screening to determine eligibility for the Caregiver Program and in organizing and overseeing all aspects of respite services.

#### Responsibilities include, but no limited to:

- Conducting comprehensive telephone intakes to determine caregiver eligibility for program services
- Acquiring knowledge of program, protocols and procedures required by the Department for the Aging to ensure that caregivers are well informed about services
- Becoming well versed on community resources
- Working closely with, clients, staff and homecare agencies to arrange for individual respite services for care-receivers
- Working closely with community agencies and clients to arrange appropriate group respite services when needed and ensure services are implemented in a timely manner.
- Working as a liaison between Assisted Living Communities and other overnight facilities to ensure proper placement for short term stays for care-receivers
- Consistent phone contact with clients regarding respite and other program services
- Maintenance of comprehensive case notes and written case records
- Preparing accurate monthly reports, as well as, statistics and knowledge of program data base
- Perform other tasks as requested

#### Qualifications:

- Bachelor's in Social Work or other Human Services degree.
- Bi-lingual a plus.
- Hybrid work experience.

28 hours per week plus benefits.

Salary: \$36,400.00

To apply, please send a cover letter and resume via fax, or email to Jessica Kong-Ahamat.

**Fax:** (718) 740-4999, or **Email:** [jahamat@snapqueens.org](mailto:jahamat@snapqueens.org)