



## Care Coordinator

ShareCare of Leelanau, Inc., a nonprofit organization that supports Leelanau County seniors, seeks a nurse or social worker to coordinate care for adults aged 60 and older who live independently at home. The position is four days a week (28 hours), with the possibility of moving to five days within the first year. No evenings or weekends unless there is a special event.

Responsibilities include:

- Develops workshops on topics related to healthy aging
- Conducts home assessments
- Supports caregivers of people with dementia
- Facilitates a well-established monthly memory support group
- Trains respite volunteers and caregiver phone coaches
- Works closely with ShareCare's volunteer coordinator
- Enters data into Salesforce

The ideal candidate has the following skills and accomplishments:

- Bachelor's Degree or MSW
- Experience in health and wellness programs
- Experience in collaborating with coworkers and/or other agencies
- Excellent time management and organizational skills
- Comfortable with public speaking
- Highly organized and detail-oriented
- Computer literate

We offer a competitive salary and benefits package.

To apply, please send a cover letter and resume to: [dawn@sharecareleelanau.org](mailto:dawn@sharecareleelanau.org) or ShareCare of Leelanau, Inc., PO BOX 937, Leland, MI 49654