

Care Coordinator, FirstLight Home Care of West Suburban Boston, Needham, MA. This position will be responsible for the coordination and scheduling of services between clients and caregivers at non-medical home care agency, including the implementation of schedules, adequate staffing, and continuity of care to best meet the needs of clients. This full-time position reports to the Director of Client Care Services. The best candidate will have a Bachelor's Degree and experience with social work, nursing, home care, discharge planning, health care planning, service delivery to seniors, and/or knowledge of the healthcare industry; a compassionate attitude toward the care of the sick and elderly; and strong interpersonal, communication, and organizational skills. Key responsibilities include: Maintaining staff schedules by scheduling caregivers for hours of services for new clients, open shifts and existing cases; assisting in the hiring, orientation and training sessions of new caregivers; compassionately and patiently interacting by phone, and building professional relationships with our elderly clientele and their families. On-call rotation which will include weekday evenings and/or weekends to handle emergencies, scheduling issues, and client referrals and intakes. **Interested candidates should send their resume to Steve Stern at sstern@firstlighthousecare.com.**