

Part-time Care Advisor – Manatee County

Neuro Challenge Foundation's Care Advisor program is designed to carry out the mission of improving the quality of life of people with Parkinson's and their care partners, today. The position of Care Advisor is the most critical service offered in support of our PD Community.

JOB DESCRIPTION

Care Advisors work under the direction and guidance of the Program Director. Care Advisors are expected to comply with all Neuro Challenge Foundation(NCF) policies and procedures, while fully embodying the core team values of the organization:

- Accountability, Communication, Honesty, Mission Focused, Results Focused, Respect, and Transparency

This position will be responsible for Manatee County service area for 15 hours per week with the potential to develop into a Full-Time position as Neuro Challenge continues to expand. This is a remote position with most time spent doing outreach in the community.

RESPONSIBILITIES:

PROGRAMS AND SERVICES

- Meet with new clients to discuss current situation and needs of every person with Parkinson's and/or family member who request a Care Advising session.
- To maintain an up to date list of resources which have been determined to provide valuable services to Parkinson's families in each county we service
- To maintain good relationships and contacts with those resources used most frequently, to remain familiar with those services and help to ensure confidence in utilizing as a referral source
- To develop and maintain relationships with physicians, hospitals and other community organizations who serve the Parkinson's community via identified organizational outreach strategies.
- Facilitate monthly support groups, educational programs and other programs/activities to meet the needs of the Parkinson's community
- Serve as an organization liaison with partner organizations providing therapeutic programs, ensuring they have the tools to market the partnership and to report their attendance data
- Serve as a liaison and Parkinson's advocate in working with external community partners providing services to the PD community, ensuring that we assist in promoting their programs and making referrals
- Participate in the execution of fundraising activities that fund the organizations programs and services
- Identify potential NCF program sponsors and connect them with Business Development Manager for solicitation

- Actively promote the organization by representing NCF at relevant community events, making presentations (as appropriate), and by conducting regular outreach visits
- Participate in ongoing educational and support services offered by the organization, such as Parkinson’s Education Forums, Symposium, Care Partner and Parkinson support groups and external groups.

RECORD KEEPING

- Maintain excellent up to the date records of care advising sessions, telephone consultations and other points of service and relevant contacts via our database.
- Reach out to locate community-based resources to maintain up to date information on services.
- Maintain attendance records of all group activities with our database.
- Assist with data collection for outcomes measurement, to include periodic phone calls to clients and collection of program and/or annual quality of life surveys.
- Communicate regularly with Program Director on daily, weekly, monthly schedules as well for PTO requests and coverage needs
- Submit monthly Care Advisor Report Form to review programming for each community with Program Director, to be submitted in monthly Program Director Report to CEO

PROFESSIONAL DEVELOPMENT

- Participate in trainings on the latest Parkinson’s resources and treatments as an ongoing professional development strategy. This includes attending webinars, reading literature, attending educational sessions. Goal of 1 per month.
- Conduct and follow medical literature searches to understand Parkinson’s conditions

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor’s Degree is preferred, but will consider a candidate with experience in case management or healthcare.
- Self-motivated, persistent and able to perform independently and as a team player!
- Intermediate experience with Microsoft Office products: excel, word, power point, outlook, as well as Dropbox, Zoom, data entry and documentation; and Gmail.
- Minimum of 2-3 years of experience in a health care environment with patient interaction
- Experience as a volunteer in a health care setting preferred
- Experience supervising volunteers preferred
- Experience with making presentations and public speaking is preferred
- Experience with Parkinson’s, Dementia, or movement disorders preferred
- Accurate record keeping a must
- Must be able to work occasional evening and weekend hours as needed
- Willing to travel throughout service area with own transportation
- Resourceful and persistent: can locate information both online and via telephone
- Must be capable of developing an infrastructure of service delivery which can be replicated
- Must be able to lift a minimum of 25 lbs. for set up of special event programs

Every incidental duty involved with the Care Advisor position cannot be specified in the job description and the Care Advisor, at the discretion of the Program Director and CEO, may be required to perform duties not included in this job description.

Note: * NCF Care Advisors do not diagnose, treat or recommend a treatment plan for clients. We are not a substitute for the consultation and care of doctors and other health care providers. We provide resource recommendations in conjunction with your doctor's plan of care. Always consult with your health care professionals before making any changes to your medical care.

Salary: \$18.00 per hour

Expected hours: No more than 15 per week

Benefits:

- Mileage reimbursement

Schedule:

- Monday to Friday
- Weekends as needed

Ability to commute/relocate:

- Manatee County, FL: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

Email your cover letter and resumé to careers@neurochallenge.org. Please include the title of the job position you are applying for in the subject line.