



Job Description: Client Service Coordinator/Client Social Director

Function: The Client Coordinator, under the direction of the Executive Director, coordinates the activities of clients and assists in achieving goals of the organization

Reports to: Executive Director

Duties and Responsibilities:

- Provides all new clients assessments
- Assures the client database is up to date, enters all new clients into Database
- Completes an annual survey of all clients
- Refers clients to community resources
- Coordinates Monthly Grand Adults (Monthly social for seniors)
- Oversees the Client Council
- Attends community awareness functions
- Other duties as requested by the Executive Director

Experience Required:

1. Ability to work well with a diverse group of individuals, both individually as well as part of a team.
2. Effective communication and presentation skills.
3. Knowledgeable with Senior Access communities.
4. Proven ability to effectively case manage support services with and for families.
5. Must be able to respond quickly to communication.
6. Effective written communication, able to produce reports and evaluation documents.
7. Ability to initiate projects and work without close supervision.
8. Computer proficiency in Microsoft Word, Excel, Access and/or other database Software Programs.
9. Background in social work/counseling a plus.
10. Spanish speaking desired.
11. Must be bondable, well organized, detail oriented and possess good writing skills.
12. Must submit to and pass a criminal record background test.

Hours of work: Flexible Hours: This is Full-Time Position with Healthcare, PTO benefits.

Start date: October 2022

Send resume and cover letter to Gina Salisbury at [admin@senioracesstx.org](mailto:admin@senioracesstx.org)