



**Community Services Coordinator  
Manchester, MO (63011)**

8:00 a.m. – 4:30 p.m. (40 hrs./wk.) Mon-Fri

**General Description:**

- Provides information to older adults and their family members about specific agency and community resources based on an assessment of consumer's needs, connects individuals to resources, and conducts eligibility screenings. Supports local agency volunteer and outreach services.
- Interviews and assess clients by phone or in person and make referrals to community partners and follow-up
- Identifies client's needs for referral to Community Options Specialists and Case Managers as appropriate
- Completes assessments for home-delivered meal recipients
- Conducts benefits screenings and assist with completing related applications
- Maintains data and complete reports about information requests, referral actions, and follow up activity
- Assists in volunteer recruitment and coordination for all agency related services
- Conducts local community outreach
- Research and development of local community resources and partnerships
- Assists with special projects
- Responsible for coordinating volunteer programs including Friendly Caller and Family Caregiver programs

**Requirements:**

- High School Diploma or Equivalent with six years of human services delivery or related experience or Bachelor's Degree in Human Services or related field
- Two years of experience in human services delivery or related experience
- AIRS Certification within two years of employment
- Computer proficiency in spreadsheet, word processing & database applications
- Knowledge of community resources, social agency programs & services
- Understanding of professional social work ethics and practices
- Excellent written and verbal communication skills
- Local travel required, must have a valid MO driver's license, dependable transportation and automobile insurance as required by the State of Missouri
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees



**Community Services Coordinator Benefits Package:**

- \$1,696.00 Bi-weekly Salary (40hrs./wk.)
- Medical, PPO or HSA
- Dental/Vision
- Excellent retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

*Interested in this position?*

Contact H.R. Specialist Laura Reich

Direct ph: (636) 207-4231

[lreich@agingahead.org](mailto:lreich@agingahead.org)

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