

The Lowcountry Area Agency on Aging is seeking a part-time

[Family Caregiver Support Program Assistant](#)

The Family Caregiver Support Program is a free service that connects unpaid caregivers with community resources and supports that best fit their needs. The ideal candidate possesses strong intrapersonal skills, and the ability to adapt to change, manage competing demands and assist on various projects as they arise; must be able to attend relevant trainings, and stay abreast with current knowledge of the aging network and related programs by attending webinars, meetings, trainings, etc.

This position will fall under the direct supervision of the Family Caregiver Advocate. Additional duties consist of administrative tasks, to include, but not limited to, call-intake, eligibility screenings, and completion of reimbursement forms, data entry, outreach, as well as occasional in-home visits.

This is a part-time position not to exceed 20 hours a week. Benefits are offered. This position has no supervisory responsibilities.

Job Description

Under limited supervision, serves as the Family Caregiver Support Program Assistant. This position will support the Family Caregiver Advocate in all program duties and responsibilities, including but not limited to identifying and responding to caregiver needs, linking caregivers to community resources and services, expanding successful services, and performing clerical duties.

The qualifications for this position are:

Minimum and Additional Requirements:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Requires effective communication skills, attention to detail, and ability to stay abreast of changes and updates to Federal and State regulations. Excellent oral, written, organization and public speaking skills are essential.

Preferred Qualifications:

Experience with case management and coordination, as well as data entry and analysis is preferred. The candidate should be proficient in Microsoft Office, able to develop and maintain spreadsheets, and produce reports as requested. Experience and/or familiarity with budgeting and financial reimbursement/reconciliation is preferred, but not required.

Additional Comments:

Travel is required; some overnight travel may be necessary. Outreach events may require after-hours and weekend work.

The position is Part-Time position (20 hours per week) with an hourly wage of \$15.63.

If you are interested in applying for this position, please email your letter of interest and resume to jnewman@lowcountrycog.org or postmark by close of business on [Monday, October 15, 2018](#) to:

Lowcountry Area Agency on Aging
PO BOX 98
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Attention: Jordan Newman