



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

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### JOB ANNOUNCEMENT

**NAME OF POSITION:** Care Coordinator

**FLSA:** Full Time (30 hours weekly), Non-Exempt

**DESCRIPTION:** Under strategic guidance from the Area Agency on Aging Program Manager, the Care Coordinator works to establish relationships with caregivers in order to assist individuals in coordinating and facilitating access to education, training and Family Caregiver Support Program services in a timely manner. Works with case managers to assure appropriate services and resources are identified, planned, obtained, provided, recorded, monitored, modified when necessary and/or terminated. Exercises independent judgment to assure programmatic goals are met and assists the Program Manager in achieving defined program outcomes. Requires proficiency in Microsoft Word, Excel, Outlook, and working with web based applications. Travel within SEAGO's four-county region of Cochise, Graham, Greenlee, and Santa Cruz will be required.

**EDUCATION/EXPERIENCE:** A bachelor's degree in Counseling, Social Work, Sociology, Psychology, Nursing or other closely related field; a minimum of 3 years progressively responsible experience in the public or non-profit sector; or any combination of education, training and experience which provides the required knowledge, skills and abilities stated in the job description. Bilingual in English and Spanish is preferred.

Position is open until filled with first review of applications November 13<sup>th</sup>.

**Pay Range:** \$13.50 - \$15.00 per hour **DOE**, plus benefits and travel pay.

Contact Randy Heiss, Executive Director, at (520) 432-5301 x 202, with any questions.

To apply, e-mail or send a resume and three **professional** references to:

SEAGO  
ATTN: Randy Heiss  
1403 W. Highway 92  
Bisbee, AZ 85603  
[rheiss@seago.org](mailto:rheiss@seago.org)

**SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.**

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