

## COMMUNITY CONNECTION JOB OPENING

**POSITION: Care Coordinator – Grant County**

LOCATION: Community Connection of Northeast Oregon, Inc.  
Grant County Office  
530 E Main Street #6  
John Day, Oregon 97845

**CLOSES: Open Until Filled**

Community Connection is seeking a Care Coordinator to connect the senior community to essential services in Grant County. This individual should be compassionate and possess excellent communication skills and strong organizational and computer skills.

This is a 20-29 hrs per week position, compensated on a range of \$18.87 - \$27.44 per hour, and includes paid vacation and sick, and eligible for retirement benefits after one year of employment. (Please note: There is a high probability with increased funding and workload, this position will work into full-time employment.)

### Typical examples of duties:

- Evaluate client needs and eligibility for agency programs.
- Prepare client care plans.
- Coordinate and monitor client home care services.
- Provide information and referral services.
- Facilitate meetings and provide community education as needed.
- Provide office backup such as answering phones and greeting clients.

Successful Applicant will be subject to a pre-employment drug test and criminal history background check. Complete job description and application are available online at <https://ccno.org>, or the Oregon Worksource Office.

### **Please submit the following to be considered for this position:**

- a cover letter
- a resume
- a completed application
- letters of recommendation are encouraged

### **All applicant materials must be returned:**

- in person
- by mail to Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave. La Grande, OR. 97850
- e-mailed directly to [jobs@ccno.org](mailto:jobs@ccno.org).
- OR in person at Worksource Office.

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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 541-963-3186.*