

## COMMUNITY CONNECTION JOB OPENING

### **Position: Care Coordinator**

Location: Community Connection of Northeast Oregon, Inc.  
Enterprise Senior Center  
702 NW 1<sup>st</sup> St  
Enterprise, OR 97828

**CLOES: Open Until Filled**

### **Join Our Team as a Care Coordinator in Wallowa County!**

Community Connection is on the lookout for a compassionate, people-loving go-getter to fill the role of Care Coordinator. Responsible for connecting seniors in our community with the vital services they deserve, this individual should possess excellent communication skills and strong organizational skills.

This is a full-time, benefited position with a pay range of \$19.43 - \$28.27, benefits include: paid health/dental insurance, paid holiday/vacation/sick leave, and retirement eligibility after one year of employment.

#### **Position Duties Include:**

- Evaluate client needs and eligibility for multiple senior 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
- Prepare reports and perform data entry as required
- Provide office back-up 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 Oregon Worksource Office.

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

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

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

- in person or 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.*