



# Community Connection of Northeast Oregon, Inc.

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## Job Posting

Position: Care Coordinator

Location: Union County Senior Center

Closes: Wednesday, May 13, 2026 – 5:00pm

1504 N Albany St, La Grande, OR 97850

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### Join our Team as a Care Coordinator in Union County!

Community Connection is seeking a compassionate, people-loving go-getter to fill the role of Care Coordinator in Union County. This position is responsible for connecting seniors in our community with the vital services they deserve. This individual should possess excellent communication skills and strong organizational skills.

### We offer the following pay and benefits

This is a full-time position with a pay range of \$19.43 to \$28.27 per hour. Benefits include agency-paid health and dental insurance (with Employer HSA contributions when enrolled in an applicable health plan), paid holidays, vacation, sick leave, and 7.5% retirement plan contributions after one year of employment. The role is at our Union County Senior Center locations and includes a dedicated private office. Work is generally scheduled for Monday-Friday, approx. 8am-5pm, and is primarily desk-based work involving computer use, documentation, phone communication, and routine administrative tasks, with occasional movement within the office.

**Successful Applicant will be subject to a pre-employment drug test and a criminal history background check. A valid Oregon driver's license is required.**

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### 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 service
- 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

**Job description and application are available online at <https://ccno.org> and your local Worksource Office.**

### Application must be completed and returned:

- In person or by mail to: Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave, La Grande, OR 97850
  - E-mail directly to [jobs@ccn.org](mailto:jobs@ccn.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.