



## Care Services Coordinator (Part-Time)

**Industry:** Non-Profit Health

**Work Arrangement:** Remote, Home-Based (Augusta, GA area preferred)

### Job Summary:

We are seeking a compassionate and detail-oriented **Care Services Coordinator** to join our team in a part-time role. This role involves providing essential support to clients and their families, ensuring effective care coordination, education, and advocacy.

### Territory Coverage:

- Augusta, GA, and the surrounding counties to include **Southeast/Coastal Georgia**.
- **Travel Requirements:**
  - Travel within the territory for **clinics and support groups**, monthly.
  - Periodic travel to the organization's **home base in Atlanta**.

### Key Responsibilities:

- **Case Management:** Assist in developing personalized care plans, conduct outreach and enrollment of clients, and provide family education and consultations related to daily living and ADL (Activities of Daily Living) needs.
- **Clinic Liaison:** Attend multi-disciplinary clinics to act as a liaison, ensuring seamless communication and continuity of care between clients, families, and healthcare providers.
- **Support Group Facilitation:** Plan and lead monthly support group meeting(s) for clients and families, offering educational information relevant to the ALS disease trajectory.

### Qualifications:

- BA/BS degree in health education, occupational, physical, speech therapy, or social work preferred.
- **OR** 2 years of experience in case management or other healthcare-related field.
- Comfortable utilizing CRM systems such as **Raiser's Edge NXT**.
- Knowledge of **Medicare and Medicaid** is a plus.



- Strong communication, organizational, and problem-solving skills.
- Experience with ALS or neuromuscular diseases is a plus.

**Position Details:**

- Must have own vehicle for transportation; provide copy of valid driver's license & proof of auto insurance coverage.
- **Part-time 25 hours/week**, remote, home-based position covering **Augusta and Southeast/Coastal Georgia**, with travel as needed.

Forward resume to: [careers@alsgeorgia.org](mailto:careers@alsgeorgia.org).