



## Duet | Caregiver Services Coordinator

### Position Description

<b>Last Updated:</b>	October 1, 2020
<b>Title:</b>	Caregiver Services Coordinator
<b>Supervisor:</b>	Caregiver Services Manager
<b>Position Description &amp; Scope of Work:</b>	Duet guides and supports family caregivers – most often people caring for aging loved ones – through a wide range of services. This part-time position will assist the Caregiver Services staff in carrying out existing and new caregiver services, resulting in improved well-being to hundreds of caregivers each year. As with all Duet staff, this position will strive at every opportunity to promote organizational goals and values.
<b>Key Skills Requirements and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Assist in the design, content, and delivery of service area newsletters.</li> <li>2. Plan conferences, workshops, and support groups in partnership with service area manager and other team members.</li> <li>3. Assist with development, piloting, and evaluation of a model and guide for a family caregiver alumni group.</li> <li>4. Provide information and resources to family caregivers; make follow up calls to family caregivers or others as needed.</li> <li>5. Provide support for Listen4Good consumer survey process.</li> <li>6. Create and strengthen new partnerships that will enhance Duet’s caregiver services.</li> <li>7. Take part in regularly scheduled staff meetings.</li> <li>8. Work closely with other Duet staff and community agency personnel.</li> <li>9. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</li> <li>10. Facilitate caregiver support groups, as needed.</li> <li>11. Provide assistance with various <i>Finding Meaning and Hope</i> program tasks.</li> <li>12. Perform a variety of clerical duties such as communications, photocopying, data entry, filing, ordering supplies, creating signs and surveys, and reviewing mail.</li> <li>13. Carry out additional duties/initiatives as assigned.</li> </ol>
<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Commitment to Duet’s mission, vision, values, and guiding principles</li> <li>▪ Sensitivity to diverse backgrounds</li> <li>▪ Ability to manage time well</li> <li>▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals</li> <li>▪ Strong team player</li> <li>▪ Willingness to learn, change, and improve</li> </ul>

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Understanding of the local aging network, gerontology, and caregiver resources</li> <li>▪ Bachelor’s-level degree preferred</li> <li>▪ Individual guidance and group facilitation experience preferred</li> <li>▪ Excellent written and interpersonal communication skills</li> <li>▪ Program and/or event planning experience preferred</li> <li>▪ Proficient in Word and comfortable learning additional computer programs</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Vacation, sick, personal time, and holiday time off</li> <li>▪ Retirement plan contributions</li> </ul>
<b>About Duet:</b>	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, faith communities, and grandfamilies.</p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p>
<b>Work Environment:</b>	<p>The Duet office is a warm, welcoming environment. Duet staff, board, and volunteers are passionate about Duet's mission and improving the lives of older adults.</p>
<b>Work Location:</b>	<p>10000 N 31<sup>st</sup> Ave, Suite D200 Phoenix AZ 85051</p>
<b>To apply:</b>	<p>Please mail or email resume with a cover letter to: Janet Richards Duet: Partners In Health &amp; Aging 10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix, AZ 85051 <a href="mailto:richards@duetaz.org">richards@duetaz.org</a></p>