



PACE Northeast Michigan - Homecare Coordinator

Job Summary

The PACE Northeast Michigan (NEMI) Homecare Coordinator is a member of the PACE NEMI Interdisciplinary Team (IDT). The Homecare Coordinator is a direct care worker, with a Certified Nursing Assistant or other appropriate certification, who will be responsible for providing personal care services in accordance with individual care plans for PACE NEMI participants.

Position Responsibilities

- Conduct initial and ongoing assessments of participants' home care and safety needs.
- Develop and update individualized home care plans in collaboration with the Interdisciplinary Team (IDT).
- Coordinate and oversee home care services, supplies, and equipment to support participants living safely at home.
- Monitor participant status and adjust services as needs and conditions change.
- Communicate regularly with participants, families, caregivers, and care providers to ensure quality care and address concerns.
- Coordinate care across home, assisted living, adult foster care, and nursing home settings.
- Maintain accurate, timely documentation in the electronic medical record (EMR) and ensure regulatory compliance.
- Participate in quality improvement initiatives, audits, and program development activities.
- Promote and protect participant rights, dignity, independence, and quality of life.
- Travel to participant homes and community facilities as needed.
- Provides personal care services in accordance with individual participant care plans – including pericare, grooming, dressing, showering, bathing, toileting, feeding, and ambulation.
- Assists with home delivered meals, medications, or other supplies as approved by the PACE NEMI IDT
- Implements interventions as directed by IDT disciplines, including mechanical assistance for participant transfers.
- Accompanies participants to outside medical appointments as assigned by PACE NEMI Center Manager.
- Monitors PACE NEMI participants for changes in their health or psychosocial status and promptly communicates pertinent changes in participant status to the IDT or PACE NEMI Center Manager.
- Attends IDT and morning meetings as assigned by PACE NEMI Center Manager.
- Completes documentation in the PACE NEMI EHR in accordance with the federal PACE regulation and organizational policy.
- Supports the PACE Quality improvement (QI) program and participates in QI activities as assigned by PACE NEMI Center Manager.



PACE Northeast Michigan
2676 US-23 South
Alpena, MI 49707

Experience & Education

- High school diploma or equivalent.
- HHA, PCA, or CNA license/certification
- One year of experience working with a frail or elderly population, or in the absence of such knowledge, receive appropriate training on working with a frail or elderly population before providing participant care.
- Before working independently, meet a standardized set of competencies for the PCA position established by the PACE plan.
- Experience working in Electronic Health Records (EHRs).
- Before engaging in participant care, be medically cleared for communicable diseases and have up-to-date immunizations and vaccines.
- Have not been convicted of criminal offenses involving Medicaid, Medicare, other health insurance or health care programs, or social services programs
- Have not been excluded from participating in Medicare and Medicaid programs.
- Have not been convicted of criminal offenses pertaining to physical, sexual, drug, or alcohol abuse.
- BLS certified.

Additional Skills

- Ability to read, analyze and interpret (reports, regulations, periodicals). Write (reports, business correspondence and manuals). Present information and respond to questions.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- This position has full access to view, alter, retrieve or store individually identifiable health or other sensitive information, pertinent to accomplishing assigned tasks, and must maintain confidentiality in accordance with PACE Northeast Michigan Policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

An Equal Opportunity Program/Employer.

Auxiliary aids, services, and alternative format will be made available upon request to individuals with disabilities.

Michigan Relay Center 1-800-649-3777 (Voice and TDD).



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PACE Northeast Michigan is an at-will employer.

To apply:

Please send your resume and cover letter describing your experience as it relates to the job you are applying for to: careers@pacenemi.org

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