

---

## Home Care Coordinator Resume

---

### Job Objective

To obtain a Home Care Coordinator position in a company that provides an open environment with many opportunities for continuous growth.

---

### Work Experience:

---

Home Care Coordinator, May 2004 – Present  
Mouse, Manokotak, AK

- Managed and organized the provision of high quality domiciliary care services through a team of Home Care Assistants.
- Initiated, maintained and developed professional contacts with area healthcare facilities, and the community.
- Carried out contact and simple assessments, risk assessments, initial contact support plan and liaised directly with the client or referrer.
- Ensured the service is delivered in line with agreed policies, procedures and meeting eligibility criteria.
- Documented all supporting records in accordance with regulations of applicable regulatory agencies.

Home Care Coordinator, March 2002 – April 2004  
API,inc., Manokotak, AK

- Handled emergency situations, and ensured that injured clients aided.
  - Ensured all individual service users' concerns are investigated and addressed.
  - Conducted frequent presentations, to hospital staff physicians, referral sources and community to increase awareness of available services.
  - Ensured that the safety of both clients and staff complies with corporate policy by carrying out risk assessments.
  - Ensured adequate and correct documentation is maintained.
- 

### Summary of Qualifications:

---

- Outstanding working experience in social and health care management
  - In-depth knowledge of hospice, home medical equipment and home care reimbursement
  - Familiarity with hemodialysis & peritoneal dialysis machines, water treatment systems, and patient assist devices
  - Skilled at operating all Home Therapies related equipment
  - Excellent communication and organizational skills
  - Remarkable ability to apply eligibility criteria fairly and equitably
  - Amazing ability to priorities effectively in a busy and often pressurized environment
  - Outstanding ability to deal with sensitive and difficult situations over the phone
- 

### Education:

---

Bachelor's Degree in Business Management, Rowan University, New Jersey, NJ

[Build your Resume Now](#)