

**WESTCHESTER JEWISH COMMUNITY SERVICES  
POSITION DESCRIPTION**

**TITLE: Claims Conference Program Coordinator**

**EMPLOYEE NAME:**

**STATUS: Exempt**

**SUPERVISOR: Director of MH Recovery Services**

**GRADE:**

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Director, the Coordinator will provide the day to day management of the Claims Conference Home Health Care Program. The coordinator will also provide outreach, and case management to individuals and families of Holocaust Survivors in Westchester County.

**JOB DUTIES/ESSENTIAL FUNCTIONS:**

1. Responsible for using software apps including Diamond and Fluxx to create, maintain, and report budgets, and other program information to the Claims Conference, and the creation and updating of supporting Excel spreadsheets.
2. Responsible for all recording and statistical procedures required by the agency and funders of the program, including home care invoices, budget reporting, monthly statistical sheets, schedules, surveys, etc.
3. Responsible for maintaining client files up to date with all required forms and documentation.
4. Input client information into system database, and vet and insure the client's eligibility for the Claims Conference program
5. Assist Holocaust survivors fill out and submit paper work for added benefits through the Claims Conference on Jewish Material Claims Against Germany
6. Help Holocaust survivors fill out paper work for other benefits eligible to them.
7. Make referrals to other needed services
8. Insure the eligibility of each client's need for their home care hours
9. Represent the agency at community meetings.
10. Participate on agency and community committees, and in special projects, as needed
11. Conduct outreach to survivors who live in Westchester County
12. Administratively supervise Claims Conference program staff
13. Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES:**

- Possess mathematical ability at least at the algebraic level.
- Experience in creating intricate budgets.
- Ability to create excel spreadsheets with formulas.
- Possess strong computer skills including file creation, transfer, uploading, etc.
- Possess interpersonal and organizational skills
- Self-motivated and able to work independently

- Ability to work with adults and families from diverse communities and backgrounds
- (Preferred) Some knowledge of serious health and mental health (trauma) conditions
- (Preferred) Some knowledge of Senior government entitlements.
- (Preferred) Knowledgeable of the Holocaust
- Knowledge of community resources and how to access them
- Ability to conduct interviews to obtain social and medical information necessary to make relevant referrals, if needed
- Ability to travel to various sites with own vehicle
- Ability to communicate effectively in English, both orally and in writing.
- Ability to establish and maintain effective working relationships and to relate well with supervisors, program officials, employees, and others

**MINIMUM QUALIFICATIONS:**

BA/BS in human services or related field

Masters level preferred.