



NOTICE OF JOB OPENING

Long Term Care Ombudsman Intake Coordinator

Appalachian Council of Governments (ACOG)/Area Agency on Aging (AAA)
Full Time with excellent benefits; salary commensurate with experience

ACOG is seeking a Long Term Care Ombudsman Intake Coordinator to be the first point of contact for individuals with complaints regarding long term care facilities within the six-county South Carolina Appalachian Region. This position initiates new case files regarding complaints, and provides supportive counseling to long term care residents or caregivers. The Intake Coordinate will administratively support a staff of six (6) ombudsman. Qualified applicants will have excellent oral and written communication skills, administrative skills, and the ability to be an empathetic listener.

QUALIFICATIONS

High school graduate or equivalent, supplemented by associates degree in Secretarial Science or similar; and experience in general office administration, health, or social services field; or some equivalent combination of education and experience. Long Term Care experience preferred.

A complete job description can be found on our [website](#).

Position is open until filled: applications received by noon May 13, 2021 will be given priority.

Please email or deliver a cover letter, resume, and references to Tim Womack at:

Appalachian Council of Governments

Attn: Tim Womack

30 Century Circle

Greenville, SC 29607

twomack@scacog.org

ACOG is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.