



Services Coordinator- Chore

Job Title: Chore Services Coordinator
Classification: Full-Time
Reports To: Director of Divisions | Executive Director
Salary: \$20 per hour

Summary: The Services Coordinator- Chore is responsible for the day-to-day responsibilities and operational growth of the Chore department. You will work with case managers, referral agents, clients, and vendors, and bridge programs/services together. You will create and maintain new partner relationships with other organizations. You will represent ConnectAbility of MN in the communities we serve.

Responsibilities:

Chore Services

- Receive and import referral forms into Salesforce under each client
- Create and maintain new clients in Salesforce
- Create and maintain all new quotes and send them to case managers
- Update Chore Service referral forms as needed based on case manager and staff needs
- Import Chore Service agreements
- Manage case managers and client issues/questions/calls/emails regarding Chore Services
- Maintain forms for compliance
- Data entry and management of Chore Service providers invoices monthly
- Create and update vendor account records in Salesforce
- Monitor all vendor eligibility both state and federally online, and upload results to Salesforce
- Pull and monitor monthly reports of all open/hold Chore Services in Salesforce
- Follow up with case managers for renewal
- Monitor Service Agreements usage based on remit results for each client

- **Other Requirements:**
- Assist clients in navigating social services and other forms of assistance
- Initiate and participate in community events

Qualifications:

- Computer skills, including proficiency in Microsoft Office Suite, Salesforce (helpful but not required)
- Ability to successfully organize and prioritize tasks to meet goals, solve problems and generate creative solutions

- Ability to function independently within established guidelines
- Exceptional written and verbal communication skills

Benefits:

- 2 weeks PTO days (10 days)
- 8 hours of community volunteering or school functions
- Benefits package
- Wellness activities
- Flexible scheduling
- 10 holi-dates paid time off
- Community networking involvement

Apply:

- Send resume to TeamSupport@ConnectAbilityMN.org
- Call 320-253-0765 to request an interview