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Fiercely compassionate, the Center for At-Risk Elders wraps legal armor around our clients to protect each one from abuse, neglect, and exploitation.

The Center for At-Risk Elders, Inc. (CARE) is a non-profit, public interest law firm designated as a 501(c)(3) charity by the Internal Revenue Service. The organization was incorporated in 2010.

In 2013, CARE launched its adult guardianship program more than 1,100 vulnerable men and women thus far. CARE also uses its client service experience and legal expertise in the pursuit of civil prosecution against perpetrators of abuse, neglect and exploitation.

Job title:	Client Services Coordinator
Status:	Full-time, exempt
Salary Range:	\$48,000
Reports to:	Director of Client Services
Supervisory responsibilities:	None
Benefits:	Health insurance offered with employee premium fully covered. Generous PTO policy. Travel reimbursed at IRS standard rate. Free parking. 401k offered with up to 3% employer match. \$10k MetLife life insurance. MetLife long term disability insurance.

The Client Services Coordinator plays a pivotal role in supporting team members in such a way as to ensure the quality of our organization's guardianship program is the highest it can be. The Client Services Coordinator receives visitors to the office and answers calls to the organization.

The ideal candidate will have the following credentials and qualities:

- Experience in a fast-paced environment requiring attention to detail and multi-tasking.
- Respected by peers for a strong work ethic.
- Competent with Windows or similar operating system and Microsoft Office tools or similar software.
- Exceptional written and oral communication skills.
- Knowledge of, and experience with, appropriate treatment for adults with physical, developmental, mental disabilities, particularly dementia.

The successful Client Services Coordinator has the following responsibilities:

- Triage telephone calls, accurately documenting information, responding if possible, and distributing messages to support the team.
- Triage incoming mail, faxes, and the organization's general email.
- Process initial guardianship referrals including administrative case set-up as well as coordinate client participation in guardianship hearings.
- Serve as administrative lead for the closing of cases.
- Administratively support other members of the team.

Additional Expectations

- Follow all CARE Policies and Procedures.
- Assist with CARE events, as needed.
- Communicate essential information to CARE departments.
- Complete other tasks as assigned by supervisor.

Minimum Job Qualifications

- Degree from an accredited college or university. Extensive experience may be considered a substitute for a degree.
- Strong written communication skills as evidenced by submitting a business writing sample.
- Must have a valid driver's license, acceptable driving record, reliable vehicle, and up-to-date automobile insurance.
- Complete and pass a criminal background check.
- Secondary language skills is a plus.

To be considered for employment, send cover letter, resume, and a writing sample to jobs@indianacare.org.