



Position Announcement – 8/26/2025

Position: Resource Coordinator

Status: FT – Benefitted Position

Closing date: September 8, 2025

SEMAAA has a full-time Minnesota Aging Pathways (formerly Senior Linkage Line) Resource Coordinator position opening. This is a hybrid position with the option to work remotely or in office once the initial training period is completed.

Minnesota Aging Pathways Resource Coordinators provide person-centered follow-up with older Minnesotans and caregivers over the phone or in-person. This ranges from one-time to ongoing support, helping people return to and/or safely live in the community. Resource Coordinators work with those referred by agency partners online, by internal phone staff, caregivers or the preadmission screening profile list.

Essential Job Functions: Duties may include but are not limited to:

- Follow statewide training, policies and procedures set by the state Minnesota Board on Aging Team according to state and federal laws.
- Adhere to data privacy standards and minimum necessary policies and practices for client tracking system documentation.
- Document interactions accurately, concisely and timely after each interaction.
- Use active listening skills to interview clients and caregivers to understand the client's activities of daily living, needs and preferences.
- Research and document suitable services based on the person's needs.
- Develop and provide the person with a comprehensive support plan that includes their preferred resources.
- Coordinate services with clients, caregivers and service providers.
- Provide phone or in-person follow-up to support client's long-term success.
- Provide information and outreach materials about Minnesota Aging Pathways services to providers, facilities and other referral sources, with a focus on underserved communities.

Minimum Qualifications: A bachelor's degree in social work or related human service field is preferred. Two or more years of professional experience in the social services field, including long-term care, health care, social service or other community agencies serving older adults.

Send resumes and cover letters to Laurie Brownell, 2746 Superior Drive NW, Suite 300, Rochester, MN 55901 or laurie@semaaa.org

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