



Position Announcement

Position: Resource Coordinator

Status: FT – Benefitted Position

Closing date: Monday April 27, 2026

SEMAAA is expanding our Minnesota Aging Pathways Resource Coordination team. 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.
- Support and contribute to creating a positive team culture including active problem solving and participating in collaborative decision-making.

Minimum Qualifications:

- A bachelor's degree in social work or related human service field OR
- Two-year certificate or degree in a human services-related field or a community health cert. with 3 years' experience working with older adults OR
- 5 years of experience in care coordination and case management at a nursing facility, assisted living, hospital, or home care agency.

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

SEMAAA is an Equal Opportunity Employer