Trinity Advocacy Group | Oak Brook, IL

Are you the person who **gets things done, follows things through, and makes sure important details don't fall through the cracks?**

Trinity Advocacy Group (TAG) is growing, and we're looking for an exceptional **Case Coordinator** to join our Care Management team.

This is meaningful, hands-on work supporting older adults and adults with disabilities. You'll work closely with our Care Managers to **turn care plans into action** by coordinating the people, services, appointments and practical details that help our clients live safely and well.

What you'll do

- Coordinate appointments, caregivers, transportation, services and other client needs
- Communicate with clients, families, healthcare providers and community resources
- Keep important tasks moving and follow through until the loop is closed
- Help organize records, paperwork and new-client needs
- Research resources and solve the everyday problems that make a real difference for our clients

You may be a great fit if you are

- Exceptionally organized, resourceful and dependable
- A warm, confident communicator
- Comfortable juggling multiple priorities without losing the details
- Tech-comfortable, including Microsoft 365
- Someone who knows when to take initiative and when to ask for guidance

Experience in aging services, healthcare, disability services, home care or care coordination is a plus, but **who you are and how you work matter to us, too.** The position includes some local Chicagoland travel and shared (telephonic) on-call responsibilities.

Salary: starting at $60,000 (commensurate with position requirements and experience)

Benefits: Health insurance, bonus opportunity, retirement match and PTO

If you're someone who loves making things happen, helping people and being part of a team that takes its work seriously, we'd love to meet you.

Interested? We’d love to hear from you.
Send your resume to **info@trinityadvocacygroup.com**. If your background appears to be a good fit, we’ll start with a brief introductory conversation and take it from there.