

Virginia Home Care Partners

<https://virginiahomecarepartners.com/job/team-coordinator/>

Team Coordinator

Description

Mission: Love people, Journey together, and Make a difference!

About Us & Our Mission

At Virginia Home Care Partners, we believe that exceptional care delivery is rooted in partnership. We don't just assign staff; we build trust relationships. Our mission is to partner directly with local families to help seniors live comfortably at home, while simultaneously building strong partnerships with our Care Team Partners to ensure they are supported, valued, and empowered. We are seeking a Team Coordinator who embraces this philosophy and is a vital link connecting our partners – our Care Team, Clients/Families, and Community.

Position Overview

The Team Coordinator is a proven leader and relationship builder who serves in a key administrative and care-support role. This position requires exceptional coaching abilities, active listening skills, and the capacity to respond thoughtfully and intuitively with each interaction. The successful candidate will build partnerships with Care Team Partners and Client Partners, balancing their needs while cultivating a positive, respectful, and mission-driven culture where people feel valued, supported, and empowered to make a difference.

In this role, be an active model for our partnership mission by selecting and developing exceptional Care Partners who have a passion for service. Connect Care Partners with select Client teams, fostering honor and respect as the foundation of partnership. The ideal candidate has experience in non-medical home care (a CNA, PCA, or HHA background is highly preferred) and excels at scheduling, recruitment, and care management.

Responsibilities

- **Hiring & Onboarding Partners:** Source, interview, and onboard new Care Team Partners to fill our agency's growing needs. Lead orientations that empower Care Partners and lay a foundation for their success as valued professionals.
- **Strategic Scheduling:** Intentionally matching Care Partners with Clients to foster long-term partnership relationships with effective continuity of care. Maintain and/or improve our team's impeccable record of only 0.001% of shifts not filled.
- **In-Home Partnership Assessments:** Meet new clients, actively listening to families to evaluate non-medical needs and co-create a personalized partnership care plan in coordination with our nurses.
- **On-Call Support Rotation:** Support our Care Team and Client/Families after hours via a rotating schedule (evenings/weekends), providing a lifeline for support. Care Team and Client Partners have specific guidance for reaching out to the after-hours on-call. Most inquiries are managed during Monday – Friday office hours.

Qualifications

Hiring organization

Virginia Home Care Partners

Employment Type

Full-time

Base Salary

\$ 55,000.00 - \$ 60,000.00

Date posted

June 10, 2026

- Experience: Minimum of 4 years in non-medical home care or healthcare coordination, healthcare scheduling, and administrative.
- College degree preferred.
- Current or prior CNA, PCA, or HHA designation is a strong plus, as you must comprehensively understand the hands-on care environment for services we offer.
- Skills: Exceptional phone professionalism and ability to make meaningful connections, problem-solving, and proficiency with home care scheduling software or Microsoft Office.
- Mobility: Valid Virginia Driver's License, clean driving record is required. A company car is provided.
- Attributes: A collaborative Care Management leader who approaches logistics with empathy and views every schedule as an opportunity to invest in both our Clients and Care Partners.

Job Benefits

- Salary: \$55,000 – \$60,000 per year
- Retirement: Simple IRA with a company match program (Investing in your future)
- Time Off: Paid Time Off (PTO) package
- Schedule: Monday–Friday daytime office hours, plus required rotating on-call coverage with flexibility
- Please note: Health insurance benefits are not provided with this position.

Contacts

How to Apply

Join our independently owned agency with over 13 years of serving our community and a place where your contributions are valued in a true partnership! Please send your resume and a brief paragraph detailing why a mission focused on our partnership mission resonates with you to info@virginiahomecarepartners.com and apply at VHCPjobs.com

Benefits:

- Paid time off
- Retirement plan

Work Location: In person