

POSITION TITLE: CARE COORDINATOR

PROGRAM HEALTH HOMES

REPORTS TO: DIRECTOR OF HEALTH HOMES

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- ◆ Ability to work as part of a team with co-workers and with other colleagues as necessary.
 - ◆ Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, school and the general public.

 - ◆ Strong organizational skills with a focus on detail.
 - ◆ Ability to follow directions, and communicate well (orally and in writing)
 - ❖ **REQUIRED Must possess a Valid NY State Driver’s License and Insured Vehicle.**

EDUCATION/TRAINING/EXPERIENCE

- ❖ **Bachelor’s degree in a Social Service or Counseling Discipline.**
- ❖ **Two to five years preferred in DIRECT SERVICES to MENTALLY DISABLED, CHRONICALLY ILL or other Standard of Medical Under-Service.**

- ❖ **Bi-lingual (Spanish) Preferred.**

CATEGORY:

- ◆ **NON-EXEMPT**

Reviewed and Approved by Board 3/16/15

Date:

I have read and understand job discription. Employee Signature Required :