

**POSITION TITLE:**

**CARE COORDINATOR**

**PROGRAM**

**HEALTH HOMES (HH)**

**REPORTS TO:**

**DIRECTOR OF HEALTH HOMES**

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## **MAJOR RESPONSIBILITIES**

**Coordinate comprehensive medical and behavioral health care for patients with chronic conditions through care coordination and integration that assures access to appropriate services and improves health outcomes. Reduce preventable hospitalizations and emergency room visits, promote the use of health information technology, and avoid unnecessary care.**

## **DETAILED RESPONSIBILITIES**

- ◆ Manage and coordinate all of the services the person receives from multiple providers.  
(Develop service plans that set clients' short- and long-term goals).
- ◆ Capture engagement of clients in detailed progress notes.
- ◆ Promote good health.
- ◆ Provide transition care, including appropriate follow-up from inpatient to other settings.
- ◆ Provide patient and family support
- ◆ Make referrals to community and social support services.
- ◆ Assist with facilitating screening and referral for primary care prevention and treatment needs.
- ◆ Provide and ensure that primary care screening, assessment, treatment, and referral are provided in a community-based behavioral health agency.
- ◆ Offering prevention and wellness support services
- ◆ Establishing referrals and follow-up processes for physical health care requiring specialized services beyond the primary care setting.

**I have read and understand job description.**

Print Name:

Date:

Employee Signature Required :

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**QUALIFICATIONS:**

- ◆ Computer knowledge, including but not limited to Windows and Microsoft Office.
- ◆ Ability to work as part of a team with co-workers and other colleagues as necessary.
- ◆ Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, schools, and the general public.
- ◆ Care Coordinators must have strong organizational skills with a focus on detail.
- ◆ Ability to follow directions and communicate well (orally and in writing)
- ◆ Assume other duties as assigned by the Director or Supervisor of HH to complete tasks for the program.

**EDUCATION/TRAINING/EXPERIENCE**

- ❖ Bachelor's degree in 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.

❖ **REQUIRED:**

- ❖ **A Valid Driver's License and Insured Vehicle with 100/300 Bodily Injury Insurance.**
- ❖ If staff, clients, and family members test positive, EOC of Suffolk, Inc. requires you to take a COVID PCR test as needed or assigned.
- ❖ **PPD (TB test required with proof of results)**

**CATEGORY:**

- ◆ **Non-Exempt**

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