

POSITION TITLE: HH+ Care Coordinator

PROGRAM HEALTH HOMES

REPORTS TO: DIRECTOR OF HEALTH HOMES

MAJOR RESPONSIBILITIES

The employee will be directly responsible for managing a caseload of 20 individuals with chronic physical health, mental/behavioral health, and social needs. The main goal of the employee will be to assist individuals in reducing avoidable emergency room visits and hospital admissions by providing care management services.

DETAILED RESPONSIBILITIES

- Services will be provided to the individual through linkage and referral to appropriate community services.
- Engage with members a minimum of 4x a month.
- Coordinate services with community providers, hospitals, and family members.
- Complete comprehensive assessments, and develop the client care plan goals
- Monitor and document services provided and the progression of goals
- Capture the engagement of clients in detailed progress notes.

QUALIFICATIONS:

- Experience working with individuals living with a severe mental illness
- Knowledge of mental health terminology and community resources is a plus
- Experience in managing a full caseload
- Experience in managing time and productivity effectively and adhering to strict deadlines.
- Ability to work in a fast pace environment
- Excellent communication and written skills
- Computer knowledge, including but not limited to Windows, Microsoft Office (Word, Excel, outlook, outlook calendar)
- Ability to work as part of a team with co-workers and with other colleagues as necessary.
- Experience working with a High level of comfort working with multiple electronic systems with ease.
- Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, schools, and the general public.
- Strong organizational skills with a focus on detail.
- Ability to follow directions and communicate well (orally and in writing)

Reviewed and approved by the Management Team 1-3-23
I have read and understand job description.

Print Name:

Date:

Employee Signature Required :

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- Assume other duties as assigned by the Director or Supervisor of HH to complete tasks for the program.

EDUCATION/TRAINING/EXPERIENCE

- A Master's degree in a qualifying field and 1-year experience;
OR
A Bachelor's degree in one of the qualifying fields and two years of experience:
Qualifying education field; a major or concentration in social work, psychology, nursing, rehabilitation, education, counseling, community mental health, sociology, child and family studies, speech and hearing, human services
OR
- CASAC and two years of experience
OR
- Bachelor's degree or higher in ANY field with three years of experience or two years experience as a care manager serving the SMI or SED (Severe Emotional Disturbance) population.

REQUIRED:

- A Valid Driver's License and Insured Vehicle with 100/300 Bodily Injury Insurance.
- PPD test with Proof

Category:

Non-Exempt

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