

Job Title: Care Coordinator

Location: LaSalle/Livingston/Marshall Counties

Hours: Monday-Friday 8:00AM-4:30PM, both office and community based.

Salary: \$19.89 (Exact salary calculation is made based on education and experience)

Job Summary

Provide comprehensive case management services to adults, and older adults with physical disabilities and complex medical issues as defined by the Medicaid waiver criteria. This role is to enhance the individual's support system, link to services and resources, and to assist the individual remains as independent in the home as possible. Workers have hybrid work locations, home, office, and community.

Duties/Responsibilities:

1. Face to face initial, quarterly, and annual assessments in the member's home
2. Home visits to assess the individual's needs and living environment
3. Coordination of services and referrals within the agency and to other organizations/agencies
4. Monthly assessments via phone for some individuals
5. Document all phone and face to face contacts within the agency's electronic record system
6. Follow up with individuals to make sure services are in place and needs are being met
7. Works with the team to update and provide treatment
8. Manages own caseload and meets all contractual requirements in a timely manner
9. Attends and completes all meetings and trainings
10. Participates in all audits as required
11. Perform any other related duties as assigned

Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Proficient with electronic health record and computer program

Education and Experience:

- Minimum of a bachelor's degree in social work, social science or health related field required or a Registered Nurse
- Valid driver's license, insurance and reliable vehicle

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- 25% of the time spent walking or standing
- Travel and exposure to community

Submit Resume to HR@ncbhs.org