



Job Description: Care Coordinator – RN/LSW

Job Title:	Care Coordinator – Registered Nurse or Licensed Social Worker		
Position Summary:	Responsible for delivery of care management in the long-term care and community setting as delegated in subcontracts with health plans which are contracted with CMS and DHS. Will follow and uphold the Mission of Genevive.		
Supervision Received:	Care Coordinator Managers		
Supervision Exercised:	None		
Hours Per Pay Period:	80	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Education/Qualifications:	<ol style="list-style-type: none">1. Must be a Registered Nurse or Licensed Social Worker2. Must have current appropriate state license.3. Experience working in Geriatrics4. Exceptional professional communication and organization skills5. Must have 2 years of home and community based experience		
Knowledge/Skills/Abilities:	<ol style="list-style-type: none">1. Knowledge of Medicare, Medical Assistance and Federal Waiver programs2. Knowledge of geriatric population and special care needs3. Knowledge of community services organizations, agencies, programs and funding sources4. Must be willing to work with ethnically diverse populations5. Good computer skills with specific knowledge of Microsoft Office programs6. Willing to work independently from a home office as well as function as a team member		

Essential Functions: Care coordinator

(This list may not include all of the duties assigned.)

1. Provides comprehensive assessment or screening of each member's social, medical and environmental safety needs. Documents results in a timely manner on appropriate forms
2. Conducts visits in person or by telephone on a timely basis
3. Performs review of medical records in the appropriate EMR
4. Develops Plan of Care within CMS time line based on assessment maximizing the level of self-determination and member choice of services, service providers and living arrangements to meet identified needs. This includes disease management, advance directive planning, and vaccination updates.
5. Incorporates interdisciplinary/holistic and preventive care across all settings of care.
6. Provides culturally appropriate care
7. Communicates care needs and plan of care with member and/or member's representative, primary physicians and interdisciplinary team members through written and/or verbal communication
8. Contacts appropriate personnel in hospital, nursing facility, Foster care or Assisted Living settings to share and obtain necessary information that will facilitate discharge of the member to the appropriate level of care
9. Communicates with service providers and members while assisting with arrangement and authorization of services and issue denials of inappropriate services in a timely manner
10. Nurses may collaborate with social worker team when members have complex psycho-social needs. Social workers collaborate with Nurses when members have complex medical needs.

Physical/Mental Demands:

1. Requires sitting and standing associated with a normal office environment.
2. Requires the use of office equipment, such as copiers, computers, telephones and fax machines.
3. Work requires hand dexterity for office machine operation, stooping and bending to files and supplies, mobility to complete patient visits, or sitting for extended periods of time.
4. Able to handle stress in dealing with tense, angry, and/or upset clients or patients.
5. Must be able to prioritize activities when faced with competing demands.
6. Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts.
7. Must be able to lift 25 lbs. occasionally, 10 lbs. frequently.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Environmental/Working Conditions:

1. Use of personal vehicle. Vehicle must be reliable and have proof of insurance. Employee must have a valid driver's license.
2. Safe and HIPAA compliant home office environment
3. Contact with staff and physicians.
4. Frequent contact with patients in their homes and Nursing Home.
5. Some exposure to communicable diseases.

(The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)