

HEALTH HOME CARE COORDINATOR

POSITION DESCRIPTION:

Provide comprehensive community-based case management and care coordination to eligible clients with behavioral health and physical healthcare needs.

KEY AREAS OF RESPONSIBILITY:

1. Responsible for managing and ensuring coordination of care for eligible individuals.
2. Engage in outreach to assigned beneficiaries by phone, mail, email, or in person to discuss the program and enroll the beneficiary in services.
3. Document all encounters with beneficiaries of the Health Home program in database completing all paperwork within required timelines at least 80% of the time.
4. Conduct screenings and assessments to assist in the identification of health risks and social needs and provide needed referrals.
5. Provide coordination of beneficiary's care according to the Health Action Plan (HAP).
6. Maintain appropriate personal and professional boundaries with clients, families, co-workers, and community resources.
7. Design relevant, integrated Health Action Plan goals and objectives which are time limited, enrollee-centric, strengths based, and assist clients to improve health outcomes.
8. Coordinate and facilitate the HAP for designated clients to ensure timely, complete communication and cooperative working relationships with healthcare providers and authorizing entities that meets the needs of the clients.
9. Approach clients in a family centered and culturally competent manner that reflects the agency and program philosophy and values.
10. Maintain case records in accordance with licensing, accreditation, contract, and agency requirements.
11. Attend, participate in, and appropriately utilize care management consultations.
12. Maintain all necessary credentials per agency and licensing requirements.
13. Participate in supervision with the Program Director.
14. Demonstrate a high degree of skill in communication and positive interaction with all Ryther employees, prospective employees, external agencies/companies, and the community at large.
15. Perform all other duties as assigned.

ESSENTIAL JOB REQUIREMENTS:

1. Commitment to the Purpose, Vision, and Values of the agency.
2. Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices.
3. Be at least 21 years of age.
4. Accredited Bachelor's Degree in behavioral science and two years relevant experience, preferably in social services case management of children and families or master's degree in mental health related field.
5. Valid Washington state driver's license and automobile liability insurance.
6. Ability to maintain awareness of culturally relevant issues while interaction with children, families, co-workers, and community members.
7. Ability to work with a strengths-based model.
8. Understanding of family systems and family centered practice principles.
9. Understanding of child development, child psychology, and basic understanding of psychopharmacology.
10. Awareness of the public mental health system and familiarity with community resources.
11. Understanding of DSM IV diagnosis and assessment.
12. Knowledge and understanding of case management practices.

13. Ability to operate as a member of an interdisciplinary treatment team.
14. Ability to exercise discretion and maintain customer and employee confidentiality.
15. Effective written and verbal communication skills.
16. Flexibility and ability to work a varied schedule including evenings and weekends.
17. Ability to spend face to face time with beneficiaries each month in the community.
18. Computer word processing skills and familiarity with EHR systems.
19. Ability to perform a range of physical motions including but not limited to:
 - lifting and carrying up to 50 lbs.,
 - standing, walking, sitting for long periods of time,
 - kneeling, squatting, and stooping,
 - running for brief periods of time,
20. The ability to address and resolve conflict in a professional manner.

SUPERVISOR: Director of Outpatient Services

If you are a person with a disability in need of reasonable accommodation to perform the essential functions and responsibilities related to your position, please notify your Program Director or the Director of Operations (x235) as soon as possible.

I, _____, have read and understand this to be my job description as an employee of Ryther.

Signature

Date