



**Position: RN Supports Coordinator**

**Area: Care Management**

**Location: Battle Creek**

**Closing Date: 3/7/2019**

**Position Summary:** Performs assessment of and coordinates activities related to Care Management participant's functional and medical needs. Implement care plans to meet identified needs by providing care management services.

**Essential Job Functions:**

- Responsible for conducting functional assessments of participant health needs along with supporting social, financial, environmental and emotional needs with Supports Coordinator Social Worker.
- Facilitate and coordinate the development of a person centered service plan of care in conjunction with Supports Coordinator Social Worker, participant, and other identified supports.
- Consult with Associate Director of Clinical Operations for assessing and managing case details.
- Maintain participant files while utilizing a tracking system for participants that are receiving services and other services.
- Provide information and assist participants with connecting to community services and resources for natural supports.
- Maintain and review quality and state standards for the coordination of care and person centered plan of care for participants.
- Document all assessments, person center serve plan of care, and progress in a timely manner while ensuring all agency and MDHHS procedures are met.
- Supports achievement of agency's mission and vision and relates its values.
- Performs all other duties as assigned.

**Essential Job Requirements:**

- Bachelor's degree in Nursing, or Registered Nurse and one to two years of related experience. Must have current Michigan Registered Nurse license.
- At least one year of experience working with the elderly. Nursing home experience a plus.
- Excellent problem solving, decision-making and negotiation skills
- Ability to lead by example in a professional and respectful manner
- Ability to exercise discretion and independent judgment with respect to matters of significance with limited direction
- Capacity for strong organizational skills and ability to work on various projects at one time

Please forward your letter of interest and resume to [HRmgr@carewellservices.org](mailto:HRmgr@carewellservices.org).