



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 social, emotional, and financial needs. Plans for care to meet identified needs, and accesses entitlement programs and basic need services.

Essential Job Functions:

- Responsible for conducting functional assessments of participant 's social, financial, environmental, and emotional needs along with supporting health needs with the Supports Coordinator Nurses.
- 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.
- Provides advocacy and arrange for care as specified in the participant person centered service plan of care.
- Maintain participant files while utilizing a tracking system for participants that are receiving services and other services.
- Consult with Clinical Supervisor for assessing and managing individual case details.
- Responsible for managing the eligibility process of participants including coordination of services.
- Maintain and review quality and state standards for the coordination of care and person centered plan of care for participants.
- Provide information and 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 from four year college or university, preferably in social work, counseling or social services.
- Must have current Social Work license.
- At least one year of human services experience working with disabled and elderly population preferred. 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.