

San Juan County LTC Care Coordination Network

Job Description (updated 9/14/2020)

Job Title: HUB Care Coordinator

Job Status: Full-time Employment

Reports To: Program Director

The Regional HUB Care Coordinator will be responsible for recruiting, training, and supervising a team of community care coordinators who will provide coordinating team-based care to provide long-term care services to individuals, through effective partnerships with patients, their caregivers/ families, community resources, and their physician. The specific responsibilities will include but not be limited to:

- Recruitment and training of Community Care Coordinators to assess patient and caregivers' unmet health and social needs via Pathways
- Monitor the patients progress along the Pathways, including completion of Pathways
- Oversight of Community Care Coordinators work and progress with patients
- Creating quality reports and related quality improvement tools, meetings, and policy development
- Referral tracking, data collection monitoring, invoice preparation, and related functions

Qualifications

- Qualified candidates would be a licensed practical or registered nurse in Washington or feature an education degree/ background, a social worker degree/ background, or other health care professionals with extensive case management or care coordination background.
- 5-10 years' experience in clinical or community health settings
- Previous experience in caring for chronic disease or elderly patients
- Previous experience in QA/ QI and program monitoring
- Previous Care Coordination, Case Management or Home Health Experience preferred
- Experience with Navigation of local medical and social support systems preferred