*JOB POSTING*

CARE COORDINATOR - HEALTH HOMES (4)

Salary - $36,000

**PROGRAM:** Health and Wellness Department

**RESPONSIBLE TO:** Program Manager; Health Homes and WALC

**FULL TIME POSITION:** Care Coordinator: Health Homes

**ACCOUNTABILITY OBJECTIVE:**

The Care Coordinator plays an essential role in ensuring service coordination among an interdisciplinary team of service providers. The Care Coordinator conducts and documents outreach, intakes, and comprehensive assessments that will support development of a comprehensive care plan. These assessments allow for an understanding of a range of various physical health, behavior health, and social needs. Care Coordinators will conduct a variety of activities from advocacy, collaboration, care coordination, referrals to community resources, and home visits to support wellness and recovery.

**KEY FUNCTIONS/RESPONSIBILITIES:**

- Incorporate best practices regarding confidentiality into all job duties and communications in accordance with HIPAA, Trinity policies and procedures and other applicable regulations.
- Conduct assessments and establish care plans to coordinate client needs.
- Develop care plans in collaboration with an interdisciplinary team of internal and external providers.
- Conduct case conferences on a regular basis.
- Provide resource navigation and facilitate connections to social and health care resources as appropriate.
- Promote clear communication amongst the care team by ensuring awareness regarding client care plans.
- Maintain timely and accurate documentation in relevant electronic and paper-based platforms.
- Conduct home and field visits, as needed. Accompany clients to appointments as needed to ensure continuous access to treatment.
- Understand core services and adhere to all Health Home policies and procedures.
- Perform any additional duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- Bachelor’s degree in Human Services or related field, or be a Credentialed Alcohol and Substance Abuse Counselor (CASAC).
- Two plus years of experience providing direct services in the community.
- Attention to detail and refined organizational skills.
- Experience with electronic data entry.
- Familiarity with community based organizations and like providers of services and programs.
- Excellent crisis intervention, case management, advocacy skills.
- Valid driver’s license, insurance and good driving record.

Forward Resumes, cover letter, salary requirement to:

Human Resources Office ~ 15 Trinity Place ~ Albany, NY 12202

Or E-mail to: HR@ta-cr.org