

## **POSITION DESCRIPTION**

**Position Title:** Health Coordinator  
**Approved by:** President / CEO  
**Date Approved:** February 2000  
**Dates Revised:** August 2005  
February 2007

### **OBJECTIVE**

To provide health coordination across a continuum of services and settings, promoting effective utilization and monitoring of health care resources based upon the needs and input of enrolled members.

### **RELATIONSHIPS**

- Reports directly to the Core Team Supervisor.
- Works collaboratively with the members of the Core Team.

### **SPECIFIC RESPONSIBILITIES**

1. Performs assessment and individual service plan development, ensuring member participation and choice.
2. Provides ongoing monitoring and reassessment of member status and needs.
3. Authorizes and manages all member health care benefits as delegated by the Health Plan.
4. Meets weekly with the Core Team to ensure the overall health and well being of the member is effectively managed.
5. Maintains a standardized clinical record including assessment and health information, documentation from providers and financial resource authorization.
6. Participates in a system of 24 hour access to health coordinators for all enrolled members.
7. Utilizes contracted providers based on member need and responsible fiscal management.

8. Develops and ensures a strong relationship with all members, their family and support persons and disability advocates so they are involved in the ongoing development and operation of services.
9. Participates in member education and training activities so they are optimally prepared to manage their health risks and participate in directing their health care services and service plan.
10. Participates in the ongoing evaluation of the effectiveness of the health coordination services so that systems and procedures are continually refined to achieve superior outcomes.
11. Participates in identifying the limitations of the health care delivery systems serving persons with physical disabilities and identifies opportunities to affect constructive change.
12. Participates in the Quality Improvement efforts of the organization.
13. Other duties as assigned.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical activity will include talking, hearing, walking, and repetitive motions. On occasion, physical activity may include handling, kneeling, lifting, reaching, standing, and stooping.
- On occasion may exert up to 10 pounds to lift, carry, push or pull to move objects.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee travels using their own vehicle and is exposed to changing weather conditions.
- Will work in varied residential and health care environments that may require climbing stairs or exposure to environmental irritants.

## **POSITION QUALIFICATIONS**

- Education:** Knowledge usually possessed by an individual with a bachelors or masters degree in nursing, rehabilitation or related field.
- Credentials:** Licensure as a Registered Nurse, with CRRN, PHN, PA or NP credentialing desired. Valid drivers license is required.
- Experience:** Proven application of the rehabilitation process with persons with physical disabilities.  
Experience and sensitivity in working with people with physical disabilities and people of diverse races and cultures.
- Excellent decision making and problem solving skills.
- Ability to work independently, as well as collaboratively with other staff and care professionals.
- Strong verbal and written communication skills, with ability to deal effectively with a range of internal and external audiences. Ability to establish rapport with members, their families, and health and social service providers.
- Background Check:** Employment in this position is contingent upon successful passing a background and criminal history check and a driving record check.
- Other:** Automobile liability insurance coverage at 30,000/60,000/10,000 level.
- Salary Range:** Salary based on experience with a flexible benefit package.

### **NOTE**

The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.