



Community Care Coordinator Position Description

Reports to: Pathway Supervisor

Responsibilities:

- Assess eligibility and enrolls clients in Pathways Programs
- Provide basic family and individual facilitation; works with individuals to develop prioritized pathways
- Coordinate and follow-up on referrals to other community organizations that specialize in areas prioritized by individuals. Referrals may include comprehensive and facilitated referrals as well as application assistance and client advocacy.
- Coordinate with employer organization to improve access to services for clients by directly assisting clients in obtaining transportation to appointments, by conducting home visits as needed, and by participating actively in community, interagency and coalition meetings to foster good working relationships with the community and other service providers
- Provide current and appropriate general health and wellness education throughout interaction with clients as well as teaching self-advocacy skills
- Provide input into the development and implementation of community responsive programs
- Enter client and provider data in the Pathways database, including demographics, eligibility/enrollment status, and referral status; update as needed
- Identifies and documents systems barriers in efforts to connect clients to health and social services
- Completes required productivity reports as needed
- Performs navigation work with minimal supervision. May be required to occasionally work irregular hours, attend other job-related meetings, and perform other duties assigned
- Participate in regularly scheduled team and inter-organizational meetings.

Qualifications:

- High School Diploma or GED certificate required, Ohio CHW certificate required

Minimum Requirements:

- Minimum of 3 years' experience in a public health and/or social services setting.
- Sensitivity and experience in working within different cultures.
- Ability to communicate orally and in writing in English; fluent in a second language desired.
- Proficient with computers and accuracy with data entry and Microsoft Office
- Ability to work independently or with little supervision.
- Ability to separate personal from professional interactions with clients and maintaining professional boundaries.
- Valid Ohio driver's license with one year driving experience and no traffic citations

Interested candidates should submit a resume and salary history/requirements directly to Sarah Mills, MPA, Hub Director: smills@healthcareaccessnow.org.

Agency: Health Care Access Now