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# Example of Bilingual Care Manager Job Description

Our company is looking to fill the role of bilingual care manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bilingual care manager

* Creates and manages discharge planning as needed with a focus on Safety, Permanency and Well-being including step down placements, reunification, adoption, or transition (independent living) plans, and coordination of community resources
* Screen and identify potential candidates for program participation
* Perform client intake services
* Develop client service plans in compliance with funder requirements
* Identify and work to resolve barriers clients may encounter (language barriers, eligibility criteria, services fees, geographic location)
* Provide resources and referrals necessary for clients to obtain and/or maintain access to HIV medical care
* Conduct reevaluation and follow up assessment throughout length of care in compliance with funder requirements
* Provide outreach to client’s family, friends, and significant others
* Maintain consistent contact (office visits, home visits, and telephone calls) with clients to sustain ongoing supportive relationship
* Partner closely with care team to implement service plan and to assure all team members are informed of clients’ needs and medical status

## Qualifications for bilingual care manager

* Bilingual –Spanish, English - must be fluent
* 3+ years of Managed Long Term Care and/or Care Management experience
* Previous Home Healthcare and/or Field experience
* 3-5 years of nursing experience, preferably in home health, ambulatory care, community public health, case management, coordinating care across multiple settings and with multiple providers
* Current MA Registered Nurse license
* Minimum of 2 years of experience in a clinical and/or case management nursing required