Downloaded from <https://www.velvetjobs.com/job-descriptions/care-coordination>

# Example of Care Coordination Job Description

Our company is looking to fill the role of care coordination. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for care coordination

* Collect dates/times when the policyholder will be available for the visit to happen
* Search for nurses in the policyholder's area who are in our network, who can meet the desired availability of the policyholder, to go to the policyholder's home to perform the assessment
* Source new nurses into our network, as needed, which includes searching, cold calling, negotiating rates, and obtaining signed contracts
* Confirm the scheduled visit with the policyholder and the FieldScout
* Send blank assessment documents to the FieldScout and remind them of the visit the day before
* Follow up with the FieldScout after the visit to ensure timely receipt of the completed documents
* Communicate with the insurance carrier when there are delays in the process
* Reschedule visits when necessary
* Participate in phone queue and fielding inbound calls and updates to cases that may belong to other team members
* Presents strategic recommendations to leadership based on internal and external drivers and trends, supports strategic initiatives, and effectively manages and completes strategic objectives and department priorities

## Qualifications for care coordination

* Conducts needs analyses, identifies gaps, and develops program components to mitigate identified gaps
* Creatively and innovatively designs, develops, implements, evaluates and revises Case Management programs to incorporate current research and evidence based best practices, ensuring optimum outcomes
* Supports and monitors programs and initiatives at a corporate level to enable facility and division leadership to successfully meet program metrics on an ongoing basis
* Collaborates with appropriate Case Management leaders to establish toolkits, education/training, communications and reporting capabilities to support and monitor programs successfully
* Provides ongoing evaluation and assessment of facility practices and industry changes to ensure enterprise remains current in Case management processes, including those related to Care Coordination, Length of Stay, Readmissions, Avoidable Days, ED Throughput, Interdisciplinary Team, and other Case Management programs
* Strong clinical background with minimum of 5 years acute care nursing experience required, critical care experience preferred