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# Example of Care Coordination Job Description

Our company is hiring for a care coordination. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for care coordination

* Leads human resources areas, such as staff coaching/mentoring, development, competency, and productivity
* Maintain the hospital list
* Receive notification of clients admitted to a facility and/or home health
* Prepare and present written reports to appropriate staff after each case conference meeting
* Receives incoming reports and calls from home health case managers and communicate information to appropriate staff
* Backup nurse for Special Attendant orientations
* Make field visits, as needed
* Take call on a rotation basis
* Act as escalation point for issues with other departments
* Monitor utilization of process guidelines and project management tools by consultants

## Qualifications for care coordination

* Minimum of 5 years case management leadership experience required
* Comprehensive knowledge of care management and discharge planning, Medicare and Medicaid admission and
* Review requirements, and general commercial admission and review requirements
* Minimum of 3 years in a Care Coordination or Case Manager role
* Current manager or supervisor experience within the last 3 years
* Sufficient education to attain LVN licensure