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# Example of Care Manager, Care Manager Job Description

Our company is looking to fill the role of care manager, care manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for care manager, care manager

* Serve as a point person in the office for telephone calls, general emails, and walk-in students
* Provide data on important assessment needs, trends, and contacts
* Facilitates coordination of a multidisciplinary plan of care to guide patient progress to promote the achievement of optimal clinical, quality, and cost effective outcome
* Coordinates with other Care Managers to assure that members’ comprehensive treatment needs are met
* Refers cases that do not meet criteria and need non-authorization decision to Peer Advisor
* Utilizes rounds and case consultations to Clinical Supervisor and Peer Advisor for quality of care cases
* Ensures continuity of patient care through contact with providers and assigned individuals
* Clinical documentation to reflect recovery principles, active and longitudinal care management interventions and quality of care issues
* Completes monthly referral registrations to meet quantitative and qualitative standards
* Conduct hospital discharge calls for patients on caseload within 24 business hours of discharge to confirm outpatient FHC appointments, to schedule/re-schedule appointments when necessary, and to address barriers to appointment compliance

## Qualifications for care manager, care manager

* Two (2) years of post graduate practice in a health care setting preferred
* Licensed Master's Social Worker or
* Clinical Social Work Associate or
* Registration within one (1) year of hire into the position required
* Employee may not call her/himself a Social Worker until licensure/registration is obtained
* Computer, telephone, fax machine, and photocopy machine skills required