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# Example of Community Care Job Description

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

## Responsibilities for community care

* Participate in industry meetings, conferences and seminars as assigned
* Ensure changes are reported to DHSS
* Maintains confidentiality of all client information
* Performs both administrative function and delivers services to clients
* Expert knowledge of industry accepted criteria Star Hospital Measures, CMS and Health Plan guidelines and guideline application
* Extensive coordination and collaboration across regional M&R operations
* Schedule visits, reconcile schedule with field supervisors, processes DVRs and updates the 24 Report
* Complete weekly reports
* Post O-1A daily admission/discharges and reconciles on a monthly basis
* Responsible for duties involved with processing prior approval packets

## Qualifications for community care

* Passionate about communities, social media, music and technology
* Be a registered nurse who is currently licensed
* Have at least a bachelor of science or bachelor of arts degree
* Be a licensed practical nurse who is currently licensed in Missouri with at least one year of experience with the direct care of the elderly, disabled and infirm
* Have at least three years of experience with the direct care of the elderly, disabled and infirm
* Knowledge of home care industry and Division of Health and Senior Services programs, preferred