



Example of Care Coordinator Job Description

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Our company is growing rapidly and is looking for a care coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for care coordinator

- Assist with the coordination of referrals to community agencies for psychosocial services and entitlement services
- Report to their supervisor any cases of suspected abuse or neglect or patients who may be a danger to themselves
- Act as a liaison to community agencies and assist in the discharge planning process
- Attend interdepartmental meetings with Outreach and Home Care staff to facilitate the provision of services
- Complete all required assessments in GSI and submits an appropriate plan of care with interventions, and goals
- Participate in supervision, sharing pertinent patient problems, goals, and outcomes
- Complete all agency, and departmental paperwork requirements within prescribed time frames
- Implementation – The care coordinator will facilitate and execute specific interventions that will lead to accomplishing the goals established in the plan of care to ensure the member's health, safety, and welfare
- Evaluation – At appropriate intervals, the care coordinator will determine the plan of care's effectiveness in reaching desired outcomes and goals
- Promotes an Interdisciplinary Care Team (ICT) with the member, physician/primary care manager, family, and other members of the health care or case management team to conduct care management activities

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- One (1) year of experience in a physician practice is preferred
 - Minimum 2-3 years of recent clinical RN acute care experience required
 - Required intermediate Microsoft Office Outlook, Word and Excel
 - Three years nursing experience with at least two years in Case Management or two years in Emergency Medicine
 - Specialty Area of practice qualifications include graduate of accredited School of Nursing
 - Five years nursing experience with at least two years in Case Management or three years in Emergency Medicine