



Example of Care Coordinator Job Description

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

Responsibilities for care coordinator

- Responsible for utilization management
- Communicates and collaborates with physicians and multidisciplinary teams to ensure appropriate management of resources to attain patients individualized goals in an appropriate and timely manner and appropriate setting
- Implements an effective discharge plan
- Hold or be willing to undertake an NVQ/SVQ level 3 in Care
- Have at least 6 months experience in a Care Coordinator role
- Health & Safety / First Aid / Food Hygiene / Moving & Handling certificates would be an advantage, as would experience with Cold Harbour systems, care plan writing and accident reporting
- Actively communicate between all the team members regarding referral recommendations
- Communicate the plan of care details and progress of its implementation with all of the patient's providers
- Establish and maintain a relationship of mutual respect, acceptance, and trust
- Gather social, personal, environmental, and health information utilizing any relevant electronic health record, as needed

Qualifications for care coordinator

- Serve as an advocate and facilitator in the coordination of care and services as driven by individualized goals and interventions on the member's plan of care

- Serve as the accountable point of contact for each member enrolled in care coordination, and assumes primary responsibility for oversight and supervision of the care coordination process including support staff contributions
- Assures the use of an Interdisciplinary Care Team when appropriate to provide care coordination services for members based on identified needs
- Communication, coordination, and collaboration within the Interdisciplinary Care Team and between the member and providers
- Collaborate with facility based Care Managers and providers to plan for post-discharge care needs or facilitate transition to an appropriate level of care in a timely and cost-effective manner