



# Example of Care Coordinator Job Description

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Our growing company is looking to fill the role of care coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for care coordinator

- Provide technical and administrative support to clinical and behavioral staff, as needed
- Assist, complete, and submit special projects, reports
- Serve as a liaison in corresponding and communicating with providers, vendors, contacts, and/or members representatives
- Produce, format, and edit correspondence and documents
- Organize a variety of administrative and clinical tasks and prioritizes in order of importance and impact on members and providers
- Interact with other departments, including Claims, Intake, Enrollment, and Member Services to resolve member and provider issues
- Coordinates the setup of cases in different CareCentrix applications for HomeSTAR Program referral process
- Initiates outbound calls to hospitals, discharge planners, physicians, and home health agencies providing education regarding the benefits of the HomeSTAR Program
- Staffs HomeSTAR referrals with HomeSTAR designated agencies, identifies if a new HomeSTAR agency is needed and alerts network operations of recommended addition
- Interacts with physician offices to obtain home health orders for HomeSTAR services, monitors compliance of documentation submission and coordinates the retrieval of home health agency nurse documentation and surveys

## Qualifications for care coordinator

home/community health experience) is required

- Familiarity of local, state & federal healthcare laws and regulations & all company policies regarding case management practices
- Advocate for members at all levels of care
- Understanding and respect of all cultures and demographic diversity
- Associates Degree in Nursing required for RNs, or Masters Degree in Social Work or Healthcare-related field, with an
- Experience in utilization management, quality assurance, home or facility care, community health, long term care or