POSITION TITLE: Intake Coordinator and Care Coordinator, Child Development Center

REPORTS TO: Director, Behavioral Health Services

STATUS / HOURS: Regular/Full-time (Evenings and Weekends as scheduled)

POSITION SUMMARY: Conduct intake interviews with children and parents/caregivers who are referred to the Affinia Healthcare Child Development Center. Coordinate the collection of clinical data necessary for psychologists and therapists to complete Initial Diagnostic Evaluations. Provide ongoing case management to children and their families, with varying levels of involvement depending on need. Provide information and resources to all Child Development Center families as needed.

POSITION QUALIFICATION REQUIREMENTS

Education: Master of Social Work

Experience:
1. Two years experience in a health care or mental health setting as a social worker/case manager.
2. Two years experience working with families who experience systemic barriers to accessing quality healthcare and education.
3. Two years experience working with community agencies providing resources to children and families.

Skills and Abilities which may be representative but not all inclusive of those commonly associated with this position:
1. Basic knowledge of DSM V diagnoses, particularly the childhood disorders.
2. Possess initiative, flexibility, self-motivation, teamwork, leadership and problem solving skills.
3. Ability to work both independently and as part of a treatment team.
4. Strong written and oral communication skills.
5. General interviewing skills and understanding of social work and behavioral health terminology.
7. Provide care without bias to diverse populations and members of underserved communities.
8. Strong computer skills including familiarity with use of electronic medical record.
9. Ability to identify when societal systems are failing a child, and advocate accordingly.
10. Desire to fill the role of care coordinator on the treatment team, and willingness to provide case management services to children of all ages and their families.

Transportation Requirement: Must possess a valid driver’s license and automobile with insurance coverage as required by the State of Missouri
License(s)/Certification(s) Required: Licensed Clinical Social Worker in the State of MO

FUNCTIONS OF THE JOB

Essential Functions:
1. Meet with families for intake interview.
2. Clarify child’s reason for referral and formulate an initial impression of child’s needs.
3. Ensure that all needed intake information and documents are in place, including but not limited to records from outside agencies.
4. Assist families in completing intake paperwork if needed.
5. Coordinate with Clinical Assistants to ensure insurance is active and prior authorization is obtained when needed.
6. Help families identify possible barriers to adherence with treatment and assist with problem-solving.
7. Link families to local resources. Advocate on their behalf with agencies when needed.
8. Coordinate with school staff to support treatment plan and keep CDC treatment team informed.
9. Coordinate with outside agencies which may be involved in the family’s life such as Regional Center, Juvenile Court, Children’s Division, etc., and communicate that information with CDC treatment team.
10. Assist parents with special education process at school, including drafting letters for IEP and 504 Plans.
11. Refer to Legal Services of Eastern Missouri when needed, and coordinate advocacy approach.
12. Coordinate with Affinia Healthcare staff in departments outside of the CDC, such as pediatricians.
13. Assist Care Coordinator at second CDC location when patient volume is higher at that location.
14. Provide tele-health consultation and services as needed and appropriate.
15. Coordinate with CDC staff to maintain a current data base of community resources.
16. Refer clients to resources and follow up when needed.
17. Provide some therapy services for Child Development Center clients and/or School-Based Health Center clients.
18. Perform other duties as assigned.

Marginal Functions:
1. Participate in Affinia Healthcare committees and all-staff meetings.
2. Attend community meetings related to child advocacy and community engagement.
3. Promote Affinia Healthcare’s Child Development Center in the community and schools as needed.
4. Assist in designing department forms and processes.
5. Assist in Integrating the Child Development Center into Affinia Healthcare primary medical and dental care as needed.
Supervises:  Students and volunteers as needed

Patient Centered Medical Home Statement:
Affinia Healthcare uses a team to provide a range of patient care services by defining roles for clinical and nonclinical team members. Job descriptions and responsibilities emphasize a team-based approach to care.

NOTE: SMOKING IS PROHIBITED IN THE WORK ENVIRONMENT
NOTE: ALL APPLICANTS MUST PROVIDE CONTACT INFORMATION FOR THREE REFERENCES.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
SERVICES PROVIDED ON A NON-DISCRIMINATORY BASIS

Physical/Visual Activities or Demands:
Physical Activities:  Standing, walking, sitting, talking and hearing.
Visual Activities:  Clarity of vision within 20 inches or less.
Physical Demands:  May have to lift boxes of forms and supplies weighing up to 10 lbs.

Environmental/Atmospheric Conditions:
1. Normal office conditions.
2. May work at more than one Affinia Healthcare site as requested; site assignments may be changed periodically.

Machines, Tools, Equipment and Work Aids:  Telephone, copier, fax, computer, software

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate. All activities, demands, conditions and requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

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