	Community Health Coordinator	
	Reports to: Clinical Supervisor/RVP FLSA Status:	Reviewed: 3/2007

SUMMARY

This position is responsible for managing an assigned caseload and for assessing needs, developing, implementing and reviewing service plans, and working with other community resources in meeting/achieving needs. Instruct individuals and families in the community about health education and disease prevention utilizing a team based model.

RESPONSIBILITIES

1. Educates the community on various medical outreach programs and the importance of utilizing the programs.
2. Helps to coordinate care with other health care providers, monitors stability and independent living.
3. Visits homes to determine patient and family needs, develops plan to meet needs.
4. Educates and encourages the patient to establish a healthcare home and promote engagement with their healthcare team to work toward better health.
5. Engages the patient with developing and modifying self-management goals.
6. Educates and engage the patient to comply with preventive care and establish treatment plan for chronic disease.
7. Advocates for the patient with special needs.
8. Helps patient obtain necessary resources.
9. Assists community members and health field personnel to assess, plan for, and provide needed health and related services.
10. Refers patients with social and emotional problems to other community agencies for assistance.
11. Documents patient cases including assessment and patient's consent to obtain assistance.
12. Documents findings to track trends and changes in the health of the community.
13. Occasional patient transportation to healthcare appointments may be necessary when other options are not available.
14. Maintains a supportive and active role and relationship with the care team involved in the patients' care.
15. Participates in Quality Improvement (QI), Quality Assurance (QA) and Continuous Quality Improvement Activities (CQI) as appropriate.
16. Participates in supervision meetings and team meetings as designated by supervisor.
17. Other duties as assigned.

QUALIFICATIONS


Education & Experience:

Bachelor's degree from a four-year college or university in psychology, social work, or related field; 1-2 years of previous experience in linking consumers with various community resources preferred.

Communication Skills:

Must possess the ability to communicate verbally and non-verbally with clients, coworkers and members of management. Excellent professional customer service skills required.

Computer Skills:

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To perform this job successfully, an individual should have knowledge of Work Processing software, Electronic Medical Records software and Spreadsheet design software.

Certificates and Licenses

Must maintain a valid TN driver’s license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Activity:</u>	<u>Expectation:</u>
Standing	Occasional
Sitting	Frequent
Walking	Frequent
Lifting/Carrying	Occasional
Reaching	Occasional
Bending/Squat/Twist/Balance	Occasional
Climbing (stairs)	Occasional

Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reading comprehension, repetitive motion with hands, wrist, and arms (e.g. keyboard, typing, handwriting, etc.) required. The employee must be able to travel to client locations.