

Job Title: CCBHC RN Care Coordinator

Hours: Monday- Friday 8:00AM- 4:30PM- Ottawa

Salary: \$20.70 (Exact salary calculation is made based on education and experience)

### Job Summary

The Nurse Care Coordinator works within the interdisciplinary team and the provider to ensure linkage to appropriate medical and behavioral health treatment and resources.

### Duties

- Conduct a physical health assessment and a preventative care screening to assess, monitor, and follow up with the client's medical and behavioral health needs.
- Collaborate and communicate with all members of treatment team including therapists, case managers, nurses, medical providers, psychiatrists, specialists, pharmacies, and anyone else involved in the client's care.
- Complete any necessary assessments, screenings and diagnostics needed to manage the client's healthcare needs.
- Assist in establishing a comprehensive plan of care with the client, interdisciplinary team and providers to appropriately address the client's needs.
- Communicate any issues or changes, related to the plan of care, to the client and all members of the treatment team.
- Gather sufficient information from all relevant sources to determine the effectiveness of the plan of care to ensure it is done in an accurate, safe, timely, and cost-effective manner
- Coordinate referral to the appropriate level of care and follow up to ensure clinical outcomes are achieved.
- Identify and facilitate resolution of clinical and operational roadblocks to achieve optimal outcomes by identifying alternatives as needed
- Document all communication, treatment, assessments and interventions in the client's electronic health record (EHR).
- Maintain accurate clinical records and documentation to ensure all required metrics are being met.
- Closely monitor the progression of care, ensure appropriate utilization of resources and efficiency throughout the client's treatment.
- Support and assist clients in navigating the healthcare system, acting as advocates and providing resources when necessary.

### Skills/Abilities

- Excellent interpersonal skills, including demonstrating empathy and compassion
- Skills and ability to complete health screenings and provide nursing interventions
- Ability to engage clients and families
- Ability to work collaboratively in a multi-disciplinary team
- Excellent time management skills with a proven ability to multitask
- Excellent analytical skills
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with electronic health records and computer programs

### Requirements

- LPN or RN licensed with the State of Illinois
- 1-2 years' experience working in a healthcare setting, preferably in care coordination
- Preferred experience working with behavioral health clients
- 25%-50% of time spent walking or standing, travel 10%

#### Salary and Benefits

- Salary base equivalent to experience and education, with potential increases each year.
- Health, Dental and Vision insurance
- Agency paid life insurance
- Optional long term disability
- Agency paid in 401K with match
- 10 Paid Holidays
- 19 PTO days