POSITION: Care Coordinator
SUPERVISOR: Director of Nursing
HOURS: M-F 8 – 5, Some Sat 9 – noon, Flexibility based upon need
CLASSIFICATION: Full-Time Salaried Exempt

JOB SUMMARY: The Care Coordinator will work with patients with opioid use disorder for the entire Jericho Road Community Health Center population and with high-cost/high-needs patients who are receiving care at our City Mission site. We are seeking a dynamic, self-starting individual who is passionate about working with patients with addiction and with people experiencing homelessness.

PRIMARY RESPONSIBILITIES:

- Utilize registries to ensure patients who screen positive for opioid use disorder (OUD) or alcohol use disorder (AUD) have completed primary care follow up
- Coordinate treatment maintenance for patients who are on medically assisted therapy (MAT) for OUD or AUD
- Convene case conferences for patients on MAT for OUD or AUD when indicated
- Administer the SAMHSA GPRA Client Outcome Measures to patients at intake, three months, six months, and upon discharge from the program
- Adapt workflows as directed
- Project management for ongoing SAMHSA grant
- Coordinate transitional care for high-cost/high-needs (HCHN) patients
- Coordinate transitional care for patients with multiple chronic or complex conditions, functional disability, and/or social needs
- Contribute to comprehensive, personalized, patient-centered care that goes beyond solely addressing the physical needs of HCHN patients
- Participate in cross-sector team meetings at City Mission to develop care plans
- Collaborate to improve patient outcomes and provide quality care as assigned.
- Complete all patient charting and ensure all patient records are current/complete with strong attention to detail and accuracy
- Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, state/local regulations, and patient satisfaction.
- Ensure all actions, personal conduct, and communications represent the organizational values in a highly professional manner at all times.

QUALIFICATIONS:

- Graduation from an accredited nursing program with a current NY state licensure as an RN. Consideration given to an experienced LPN or LMSW.
- Direct experience in a primary care setting
- Reliable transportation between sites required.
- Current Basic Life Support certification (BLS)
- Demonstrated ability to develop collaborative working relationships
- Ability to function autonomously and discern when to seek direction
- Comfortable working in a fast-paced, team environment
- Proficient in utilizing electronic health records
- Excellent verbal, written, and interpersonal communication skills
- Ability to analyze and interpret information to identify the health needs of the population served
- Maintain credentials, attend seminars, and fulfill all licensure requirements including continuing education.
- Commitment to the mission and values of Jericho Road Community Health Center
- Experience working with low-income, diverse, multilingual populations highly desired

**PHYSICAL REQUIREMENTS:** Must be able to sit or stand for long periods of time. Exert up to 50 pounds, pushing, pulling, or lifting. Walking, climbing stairs required. Able to talk/hear, communicate with others with or without reasonable accommodation.

**TRAVEL REQUIREMENTS:** Must be able to travel to sites using own personal vehicle while maintaining standards of safety and compliance with motor vehicle traffic laws.

Interested candidates please forward CV, cover letter, and completed job application, which can be found at [www.jrchc.org](http://www.jrchc.org) to: Ashley.Farrell@jrchc.org  
**NO PHONE CALLS PLEASE,**  
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