

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date:</b></p>	<p><b>Adult Care Coordinator</b></p> <p><b>Outpatient and Community Services</b></p> <p><b>Revised: 7/12/18</b></p>
--	---

\* Denotes an Essential Function

**Title:** Adult Care Coordinator

**Category:** AS2

**Code:** ADCRC

**Minimum Educational Requirements:** Bachelor's degree preferred. MHRT/C or MHRT/C eligible.

**Minimum Experience Requirements:** Experience in social services preferred.

**Duties and Responsibilities of the Position:**

- \* 1. Provide intake/assessment when clients are referred and ongoing assessment as required.
- \* 2. Facilitate Individual Service Plan team meetings and develop a plan of care (ISP) for the client with input from the team. Plan will include a crisis plan when appropriate. In BHH plan will integrate behavioral and physical health needs and goals.
- \* 3. Oversee implementation of ISP, monitor and document progress.
- \* 4. Participate in a team-based approach to care, by working in collaboration with Clinical Team Leader, Peer Partner, Nurse Care Manager, and Psychiatric and Medical Consultants.
- \* 5. Partner with clients' primary care provider. Adhere to procedures and practices outlined in Health Home MOUs.
- \* 6. Maintain regular contact with all team members and other community professionals involved with the client.
- \* 7. Identify and assess physical and behavioral health related risk factors and ensure that clients are aware of all community services and resources. Assist clients in accessing resources.
- \* 8. Provide support through phone contact and face-to-face meetings through home visits and community outreach. Home visiting required, as well as ability to work outside traditional work hours to meet clients scheduling needs.
- \* 9. Participate in individual & group supervision, required trainings, and case consultations. Demonstrate CARE principles in interactions with all staff, clients, guardians, and other providers.
- \* 10. Know and comply with policies and procedures.
- \* 11. Maintain records and documentation as required by Spurwink or State Agencies.

- \* 12. Be familiar with specific outcome measures as required by Spurwink or State Agencies.
- \* 13. Maintain expectations related to caseload size, billing and attestation requirements.
- \* 14. Monitor and maintain Mainecare Authorizations.
- \* 15. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.

**Immediate Supervision:** Outpatient and Community Services Supervisor or Associate Regional Director.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, the Care Coordinator is expected to adhere to the policies and procedures of Spurwink. He/she must keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of work of educating, training, and treating clients from diverse backgrounds, the Care Coordinator is required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Case Coordinator may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date