

CARE COORDINATOR I

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a full-time CARE COORDINATOR I for main clinic in Salt Lake City, Utah.

Job Summary

- **Overview:** The Care Coordinator operates as part of the Care Team, provides immediate crisis intervention and case management services to patients and their families. Works collaboratively with the providers, clinical staff to support patients with chronic conditions and complex needs according to guidelines set forth by SCHC.
- **Reports to:** Care Coordinator Supervisor
- **Department:** Care Coordination
- **Employment Type:** Full-time, Benefits Eligible, Hourly
- **Location:** Salt Lake Main Clinic, may be located in West Valley or Pamela's Place depending on need.
- **Supervisory responsibilities:** None
- **Patient Care:** Yes
- **Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required as job duties demand.
- **Closing Date:** Sept. 29, 2021
- **Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our [website!](#)
- **Contact:** Mark Wiesenberg, markw@sacredcircle.com, 801-359-2256 ext. 177

The successful candidate:

- Demonstrates and applies knowledge of the philosophy/principles of comprehensive, community based, family centered, developmentally appropriate, culturally sensitive care coordination of services.
- Provides case management intake assessment which includes identifying the patients case management historical needs, current needs, gathering information from collateral sources including medical providers, social workers, educators etc.
- Completes proper confidentiality releases for coordination between the patient and the community partner.
- Links clients with systems of care that provide them with resources, services, and opportunities to improve their quality of life.

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- Advocates for individuals who need assistance while encountering barriers in connecting with systems of care.
- Assists families in gathering natural supports and resources for becoming independent agencies.
- Ensures duplicate Medicaid case management services are not occurring
- Attends community case management meetings to keep current on various community programs
- Networks regularly with clinicians and community partners, ensuring positive relationships are fostered
- Networks with tribal partners to ensure positive relationships are fostered
- Keeps timely and accurate records including dates of services, appointment content, session goals, progress towards goals, referrals that have been accepted or declined by the patient, timelines for providing services and reassessment, and coordination with other programs.
- Solicits and recruit for program participants.
- Assists patients and potential patients with Medicaid enrollment and Medicaid enrollment outreach
- Monitors and follow up with patients and community partners.
- Coordinates with patient's providers to achieve treatment wellness goals
- Performs miscellaneous duties as assigned

Required Education, Experience, Knowledge, Skills, and Abilities

- Education/Experience: An associate degree with a minimum of 2 years' experience in a generalized public health care setting or a combination of education and experience totaling 4 years of relevant experience in a health care setting. Preferred: A BA/BS in Social Work, or a related field with 1 to 2 years of care coordination or clinical practices.
- Certifications/Licenses/Registrations: Current Care Coordinator Certification/Case Management Certification; Current CPR certification.
- Knowledge of health promotion and maintenance.
- Knowledge of cultural considerations of key populations, particularly American Indian/Alaskan Native, to best promote essential healthcare and other community services.
- Ability to determine appropriate course of action in more complex situations.
- Ability to demonstrate strong essential leadership, communication, education and collaboration and counseling skills.
- Ability to communicate proficiently through technology (email, cell phone, etc.)
- Ability to identify and implement appropriate patient communication strategies and overcome accessibility barriers, as required.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to define and solve practical problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate continual learning skills, effects changes in approach to care based on established, evidence-based practice.
- Ability to handle multiple tasks concurrently.
- Ability to maintain confidentiality of all medical, financial, and legal information

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- Skill in promoting positive and productive communication with all clinic and administrative staff.
- Skill in building relationships with patients, providers, social workers, educators, clinic staff, etc.
- Skill in handling difficult situations involving patients, providers, or others in a professional manner.

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do. We strive for a mix of benefits to help you combine great work with a great life.

- Competitive pay
- Healthcare coverage for you and your family
- Generous PTO, paid holidays and floating holidays to celebrate what is important to you (prorated for part-time employees)
- Retirement matching to invest in your future
- Colleagues that are unparalleled
- A culture that is second to none

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants