

# Job Announcement



**Position Title:** Referral Case Specialist  
**Supervises:** None  
**Reports To:** Chief Medical Officer  
**Written by:** Human Resources Department

**Department:** Clinic  
**FLSA:** Non-Exempt  
**Effective Date:** 02/18  
**Approved by:** CEO

**Mission Statement:** It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

## **General Summary:**

*To provide day-to-day care coordination activities and referral follow-up.*

## **Essential Duties:** (*\*Essential Functions*)

- Provides day-to-day care coordination activities and referral follow-up
- Processes referrals on daily basis
- Follows up on referrals
- Follows up on all specialist's reports for medical providers
- Conducts culturally appropriate Multi-Component Care Plans and update as need on a quarterly basis
- Participates in case conferences and provide input related to care issues
- Provides case management
- Develops and implement a client-centered proactive Care Model
- Assists in the development and implementation of a web-based Management Information System
- Implements quality improvement and evaluation activities

## **Job Specifications:** (*Knowledge, skills, abilities and experience normally required for competent performance*)

### **Education and Knowledge**

- High School Diploma or equivalent required
- AA Degree, preferred
- Demonstrate knowledge of safety, infection control & emergency policies and procedures

### **Experience**

- Must have minimum 2 -3 years in medical setting
- Bi-lingual/bi-literate English/Spanish preferred
- Type 35 wpm

### **Licensure and Certifications**

- none

**TO APPLY:** Send cover letter & resume to Human Resources at [hr@scfhc.org](mailto:hr@scfhc.org) or fax to (323) 432-4877

**Deadline: Open until filled**