

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: (MCC) Medical Care Coordination Case Worker Bilingual
DEPARTMENT: EITP (HIV)
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY: This position reports to the Program Manager. Responsibilities include patient services support and data entry for patients eligible for the Medical Care Coordination Program. The Case Worker addresses the patient's socioeconomic needs and assists the MCM and PCM with patient monitoring, reassessment, service linkages, plan updating, patient follow-up, and tracking outcomes. Additionally, the Case Worker acts as the liaison between HIV Counseling and Testing sites and the medical clinic to ensure that new patients are enrolled in medical care seamlessly and in a timely fashion.

Essential Duties and Responsibilities:

1. Complete Intake Registration Packet, screening and consent forms for all EITP patients using CASEWATCH data entry to determine MCC program eligibility and risk factors.
2. Makes appointments for client services as needed.
3. Arranges medical and social services for MCC clients. Case worker services shall include patient screening and consent forms, patient referrals, housing assistance, transportation, food services and other patient needs.
4. Makes clinic provider appointments for MCC patients through the facility electronic medical record system.
5. Assists patients with completing AIDS Drug Assistance Program (ADAP) forms.
6. Completes patient referrals per provider requests, follow up, and maintains log of referrals.
7. Provides applications for bus passes, bus tokens, and taxis as necessary for patients to keep medical appointments.
8. Assists Practice Care Manager and Medical Care Manager with patient translation and appointments.
9. Completes patient data entry into eCW and CASEWATCH.
10. Retrieves data from CASEWATCH and prepare monthly reports for MCC and Mental Health programs by the 15th of each month.
11. Assists in the preparation of quarterly and annual reports as requested.
12. Performs related duties as assigned.

Education and Qualifications

To perform this job successful, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be bilingual in Spanish
- Proficient computer skills
- Excellent people skills and able to work with diverse population
- Experience in report writing helpful

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.