

**CYSHCN Care Coordinator/Social Worker
Job Description**

Reports to:	Director of Grants and Programs
Classification:	Non-Exempt
Department/Site:	Administration

Major Functions:

The care coordinator is responsible for collaborating with a multidisciplinary team to develop plans, provide resources and support to complex, special needs children/youth and their families/caregivers.

Essential Functions:

- Participate in all aspects of the CYSHCN Cares 2. This may include monthly team meetings, huddles, learning sessions, webinars, family engagement activities, or CE trainings.
- Maintain a CYSHCN/caregiver-centered approach with the CYSHCN Cares 2 multidisciplinary team.
- Provide oversight and guidance to the CYSHCN Parent Consultant/Community Health Worker.
- Identify Children and Youth with special Health Care Needs (CYSHCN) within the healthcare systems.
- Complete intake assessment with the family/caregiver to identify specific needs and concerns.
- Utilize the care coordination process by:
 - a. Assessing CYSHCN and caregivers needs in the home and community.
 - b. Providing the appropriate education, resources to match the health literacy level, primary language, and culture of CYSHCN families/caregivers based on the referral and the intake assessment.
 - c. Identifying and conducting assessing youth and caregivers at age 14 for readiness to transition.
 - d. Establishing and implementing shared plans of care, transitioning plans, and emergencies plans in coordination with the CYSHCN, caregivers, and the primary care provider.
 - e. Continuing to update plans and promoting adherence to facilitate positive outcomes.
 - f. Keeping accurate records and documentations.
- Conduct and document follow-up calls or home visits with CYSHCN caregivers.
- Advocate for CYSHCN within the health care system and community and collaborate with MSDH regional care coordinators to conduct home visits as needed.

- Foster independence and self-management by encouraging CYSHCN and caregivers to participate in the plan of care and assist them in navigating through the healthcare system for resources and support.
- Monitor effectiveness of care plans, observe CYSHCN/caregiver's adherence to care plans, and facilitate changes as needed.
- Increase focus on preventive health care education which reduces emergency room visits and hospital readmissions.
- Assist Health Center staff with other related CYSHCN duties as assigned
- Mail copies of completed intake assessments, monthly activity reports, and narratives to MSDH CYSHCN program by the 15th of the following month.

Job, Skills and Requirements:

- Exhibit a respectful and positive attitude.
- Demonstrate professional and effective communication skills.
- Demonstrate task management and organizational skills.
- Maintain confidentiality at all times, and follow HIPAA guidelines and regulations.
- Be familiar with local and state community health care resources.
- Attend related training courses/webinars and meetings.
- Participate in MSDH/CYSHCN Program training and continuing education.
- Complete mandatory training upon hire and participate in ongoing trainings.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the Chief Program Officer, with frequent or continuous contact with Chief Executive Officer, Chief Operations Officer, Chief Financial Officer, Program Managers, requesting organizational elements, department heads, receiving parties and vendors.

Signature of Employee

Date

Signature of Supervisor

Date

