

**JOB DESCRIPTION**  
**Healthy Start Care Coordinator**

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| <b>1. Little Dixie C.A.A.</b>                     | <b>2. Program: Healthy Start</b>  |
| <b>3. Reports To: Program Director</b>            | <b>4. Title: Care Coordinator</b> |
| <b>5. Grade: 6</b>                                | <b>6. Date: December 2019</b>     |
| <b>7. Approved By: Rebecca Reynolds</b> <i>RR</i> | <b>8. Status: Non-Exempt</b>      |

**JOB SUMMARY**

The Care Coordinator works to provide professional, medical and social care coordination to children, adults, fathers, and families within the Healthy Start Initiative; provides short-term counseling to clients to resolve problems; and refers clients to other specialized agencies for additional assistance or treatment.

**DUTIES AND RESPONSIBILITIES**

1. Provides casework services and determines the preferred intervention strategy for each client according to Healthy Start protocols.
2. Completes and maintains database according to Healthy Start guidelines.
3. Interviews clients' families; completes intake and risk assessments which identify specific needs of each client and family. Is responsible for all needed written and typed correspondence with clients. Will manage a caseload of 40 to 55 clients.
4. Follows up on missed appointments, to include home visits.
5. Participates in staff meetings, quality assurance activities and appropriate in-service.
6. Attends and participates in all necessary training.
7. Assists with placing orders that follow the procurement policy. Will also inventory orders upon arrival and restock items on appropriate shelves.
8. Is responsible for working with the Liaison to ensure appropriate services are being offered to maternal participants on the program. Cooperation between the Liaison and care coordinators will be maintained at all times.
9. Recruit and encourage male participation in the fatherhood program. Will also complete required documentation on fathers enrolled in the program.
10. Will work closely with the fatherhood coordinator to ensure the enrollment of 100 fathers, and identify appropriate tier participation. Communication with the fatherhood coordinator will be ongoing, and cooperation between the two will be maintained at all times.
11. Responsible for all written and oral communication with participants.
12. Responsible for recruitment activities in the community
13. Must be able to multi task and handle stress associated with home visitation.
14. Performs other duties as assigned.
15. This is a Safety Sensitive position

## **SUPERVISORY RELATIONSHIP**

The Care Coordinator works under the supervision of the Healthy Start Project Director. The Care Coordinator Manager will oversee the work of the Care Coordinator.

## **QUALIFICATIONS**

1. Associate's degree in social work, counseling or nursing preferred; experience will be considered in lieu of a degree.
2. One-year experience as a social worker or related experience in a family clinic preferred.
3. Excellent interpersonal and good communication skills required to provide effective client counseling and obtain cooperation from clients who come from a wide range of economic, social, and ethnic backgrounds.
4. Skill in interviewing and counseling clients and in working with agency staff and community resources.
5. Eligible for licensure as a social worker by the State of Oklahoma or an active nursing licensure preferred.
6. Must have reliable transportation; possess valid Driver's License, and auto insurance coverage. Daily/weekly driving is required, access to a private automobile for necessary overnight job-related travel also required.
7. Must have basic computer knowledge, and be familiar with Microsoft Word, Excel, Publisher and PowerPoint.
8. Ability and willingness to work at times other than regular office hours.
9. Must be able to travel when necessary.

## **MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.
2. Constantly must be able to sit/stand in a stationary position 50% of the time.
3. Constantly must be able to move about inside the office to access file cabinets, office machinery, etc.
4. Must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the Healthy Start Project. Must be able to provide and discuss accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 30 pounds as needed.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

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Employee Signature

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Date

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Employee Name (Printed)