



Job Announcement

Enhanced Care Coordinator

ASPIRE ACHIEVE INSPIRE

Looking for an exciting and rewarding opportunity to be a part of an interdisciplinary team that makes a difference in the lives of individuals with intellectual and developmental disabilities, and their families? Achievable is the place for you!

The Achievable Foundation (“Achievable”) is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

Salary: \$23- \$25 per hour

Benefits: medical, dental, vision, chiro, life insurance (100% for employee) EAP and 403B Retirement Plan

POSITION SUMMARY

Under the supervision of the Chief Operations Officer, the Enhanced Care Coordinator (ECC) will direct, organize, and facilitate all follow-up services for patients ages 0-5, and their families. The ECC coordinator is responsible for the identification and achievement of Care Plan goals. This work will be done while using principles of trauma informed care and embracing a Justice, Equity, Diversity, Inclusion + Belonging (JEDI +B) lens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Outreach to patients who missed developmental screenings or well-child visits, as well as to patients with positive screens requiring follow-up services.
- In coordination with the Pediatrician, develop a comprehensive (clinical and non-clinical), individualized, family-centered Care Plan for patients to address developmental, physical, social, mental, and other needs.
- Conduct comprehensive assessments of each patient to identify gaps in care, risk, needs, goals, and preferences.
- Serve as the centralized access point for the patient and family for the coordination of care internally with the interdisciplinary teams and externally with other community-based social service agencies.
- Provide “warm handoffs” and proactively contact patient, family, or other service to ensure all service needs are met.
- Engage families in health and development promotion activities.
- Identify new resources for families and communicate resources, as needed.
- Consult with and maintain collaborative relationships with various departments, i.e. Outreach and Eligibility, Behavior Health and Referrals.



- Chart case management notes in electronic medical records (EMR).
- Maintain accurate record keeping, client tracking, data collection and monthly reports.
- Attend conferences, team meetings and trainings, as needed.
- Deliver excellent customer service while interacting with patients, their caregivers, and other guests of The Achievable Foundation.
- Track and report data outcomes to ensure service contract/grant compliance.
- Maintains confidentiality and security of Protected Health Information.
- Performs other duties as assigned.

QUALIFICATIONS

- 1-2 years' experience in care coordination, or similar field. AA in Early Childhood Development, preferred.
- Basic knowledge of medical terminology.
- Bilingual English/Spanish, required.
- High level of analytical skills working with the complex medical and social needs for patients/families.
- Possess strong interpersonal and communication skills to interact with people of various socioeconomic statuses and ages.
- Ability to document information and complete all administrative tasks consistently, timely, and accurately.
- Demonstrated experience of working in early childhood development and supporting families in helping their children achieve optimal health and development, a plus.
- Computer literacy in MS Office Suite; knowledge of an electronic health record, a plus.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Ability to address sensitive issues with tact and diplomacy.

Learn more about how Achievable meets the special needs of children and adults with developmental disabilities by viewing the link [Achievable video](#) or by visiting our website at www.achievable.org

Interested candidate should send cover letter and resume via email to employment@achievable.org. Please be sure to include the job title in the subject line.

Achievable is an Equal Opportunity Employer