

PRESBYTERIAN CHILDREN'S HOMES AND SERVICES-MO

JOB TITLE: Medical Case Manager

FLSA STATUS: Non-Exempt

LOCATION: STL

DATE: 10/16

REPORTS TO: Medical Case Manager Supervisor

REVISION DATE: N/A

POSITION SUMMARY:

The Medical Case Manager is responsible for coordinating the medical needs of children in foster care in St. Louis City and County who are case managed by the Missouri Alliance Permanency Program Consortium partners. Primary tasks include ensuring that these children receive the required physicals, immunizations, dental, vision, and hearing screenings and timely documentation of these events.

ESSENTIAL JOB FUNCTIONS:

Treatment Component

- Provides supplementary medical case management focusing on the medical needs of children in foster care in St. Louis City and County.
- Maintains a caseload of 60 to 65 children and their families.
- Facilitates, coordinates, and schedules physicals, immunizations, dental, vision, and hearing screenings. Ensures any consents needed are obtained through the appropriate channels in a timely manner. Ensures that these events are documented in a timely manner.
- Plans, arranges, and/or provides crisis medical intervention services as needed.
- Provide transportation to medical appointments as needed.
- Community outreach to promote health and well-being through home visits as requested by client/CM/team or as directed by supervisor.
- Communicates with the assigned FCCM case manager on a regular basis, ensuring that the CM is aware of all appointments, medical needs, and diagnoses. Works collaboratively with the assigned FCCM case manager, family, placement provider, and Family Support Team.
- Participates in Family Support Team Meetings regarding the client's progress towards permanency, safety, any medical conditions, and needs.
- Coordinate consults provided by outside specialties such as psychiatry, podiatry, dentistry, etc. Provides information on and referrals to outside resources as needed.
- Provides general education on health and nutrition. Provides client specific education regarding client's medical needs and diagnosis to family, placement provider, and team as needed.
- Completes all case documentation as appropriate and required.

Administrative Component

- Ensures community provider skills match those required by individual care plans.
- Ensures one's own training requirements are completed and up to date and reported to the Medical Case Management Supervisor.
- Establishes a weekly work schedule; submits to the Medical Case Management Supervisor.
- Attends the monthly team meeting.
- Maintains and updates FACES information and other required documentation.
- Attends staff meetings, Family Support Team meetings, training, conferences, etc., as required and/or requested.
- Maintains client files according to standards and as required by policy and procedures.
- Interacts with community and medical professionals as required including personnel from the offices of the Children's Division, Comprehensive Psychiatric Services, Mental Retardation Developmentally Disabled, Juvenile Court, schools, psychiatry, and other community providers.
- Maintains confidentiality and HIPAA standards for all assigned clients and families.
- Performs other duties as negotiated to meet agency goals and objectives.

JOB REQUIREMENTS:

EDUCATION:

Medical Case Manager (MCM) shall possess a master's degree in social work, psychology, counseling, or related field.

EXPERIENCE:

At least two (2) years prior experience providing Wraparound services, community-based services, and/or case management services. Knowledge and/or experience working with medical providers, such as a medical social worker, preferred.

SKILLS:

Must be able to communicate effectively, verbally and in writing with professionals and client families; familiarity with medical terminology and knowledge of the health care continuum; ability to advocate for clients' medical needs; strong psychosocial assessment skills; possess good understanding of various treatment methodologies utilizing strength-based clinical interventions; minimal supervision regarding decision-making and use of time; able to prioritize work assignments; persuasion and negotiation of conflicts and problems; understanding and following accreditation/licensing/government/contract regulations; willingness to work irregular hours, and under pressure conditions; and maintaining order in an environment of changing priorities.

SUPERVISORY RESPONSIBILITIES:

None.

EQUIPMENT TO BE USED:

Must be able to operate computer using agency approved software programs, and other office machines such as fax, calculator, telephone, and so on.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 25 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing and vision.

TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of intervention at any given point in time. Must handle novel and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the *real* problems and bring issues to a successful conclusion. Must have the ability to work with people from various ethnic groups in a culturally competent manner.

WORKING CONDITIONS:

Works in a typical office setting and in clients' homes; drives an automobile on a routine basis in both urban and rural areas.

OTHER REQUIREMENTS:

Must hold a valid driver's license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings as conducted by the *Missouri Department of Health and Senior Services* utilizing the *Family Care Safety Registry*. As requested, must submit fingerprints for review by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease. Must be *American Red Cross* first aid and CPR certified at all times.

I have read and understand the responsibilities, qualifications, and demands of this job position (Medical Case Manager), and I have had the opportunity to review this job description with my immediate supervisor.

EMPLOYEE: _____

SUPERVISOR: _____

DATE: _____

DATE: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT