

**POSITION TITLE:** Medical Case Manager

**Location:** St. Louis

**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:**

- Maintains a caseload of 60 to 65 children and their families
- Provides supplementary medical case management focusing on the medical needs of children in foster care
- Facilitates, coordinates, and schedules physicals, immunizations, dental, vision, and hearing screenings
- Plans, arranges, and/or provides crisis medical intervention services as needed
- Community outreach to promote health and well-being through home visits as requested by client/CM/team or as directed by supervisor
- Participates in Family Support Team Meetings regarding the client's progress towards permanency, safety, any medical conditions, and needs
- Attends staff meetings, Family Support Team meetings, training, conferences, etc., as required and/or requested
- Ensures one's own training requirements are completed and up to date and reported to the Medical Case Management Supervisor
- Maintains confidentiality and HIPAA standards for all assigned clients and families

**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.

## **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
- maintaining order in an environment of changing priorities.