

**JOB DESCRIPTION**  
**JOB TITLE: Care Coordinator**

**DEPARTMENT:** Care Coordination and Utilization Review

**I. POSITION PURPOSE**

Responsible for the administrative processing of youth referred to the Agency from State entities and Agency partners. Responsible for authorization of services for youth referred to the Agency. Processes, documents and completes entry into Agency database for items received electronically from other departments/programs. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties correctly,

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Receives and reviews client referrals and intake information for accuracy from State entities, other agencies, and Agency staff.

Supports Agency staff as they locate and arrange for appropriate placement of clients in out of home care.

Completes and submits necessary documentation thoroughly and accurately as required by state or partner agencies in compliance of grant/regulatory requirements.

Assigned to flexible shifts that allow the Agency to provide coverage as each state requires.

Completes documentation and forwards reports containing descriptive, analytical and evaluative content.

Maintains accurate client and provider data in all systems as required by grant/regulatory/State agencies.

Coordinates with Agency Foster Care and Adoption, Family Preservation and Permanency Departments' staff on the delivery of services to children and families.

Enters authorizations into Agency database(s) for services needing payment.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

**SUPERVISION:**

None

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

HS Diploma required. Bachelor's degree in human services field and/or child welfare experience preferred but not required.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Process referrals and submit necessary documentation for all youth referred to the Agency.

In partnership with other departmental/agency staff, provide administrative support through authorization of services and generating documents in accordance with agency policy/procedure.

Ensure accuracy in data through processing of information related to placements and services of youth referred to the Agency.

Enters service authorizations for payment.

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Employee Printed Name

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Date

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Employee Signature