



POSITION DESCRIPTION

JOB TITLE: CM/CCS Coordinator – Nurse	JOB GRADE: 1 FLSA: Non-Exempt
SALARY Commensurate with education and experience and within budget constraints.	
EDUCATION Registered Nurse with current state of Michigan License. Bachelors of Science degree in nursing from an accredited four-year college or university is preferred.	
EXPERIENCE 2 years experience in a non-profit environment with a community health and/or human services organization working with older adults. Familiarity with the aging network, community organizations and resources for seniors is desirable. Some experience with data entry and data management required. Familiarity with third party reimbursement systems is required	
REQUIREMENTS Must have excellent interpersonal and group process skills. Is accurate, conscientious and flexible with attention to detail. Is familiar with computers. Accepts direction, is well organized, and has the ability to meet deadlines. Has good handwriting. Willingness to work in a team environment. The Senior Alliance is a non-profit 501c(3) where philanthropy on behalf of the agency is a requirement of all employees. Must have valid driver's license and reliable transportation.	
GENERAL JOB DESCRIPTION Conducts comprehensive participant assessments and reassessments and works with the social worker to develop and monitor care plans for the elderly. Must be able to work with family members and caregivers to maximize available support systems. Must be able to provide for proper documentation of care management activities and budgets.	
DUTIES <ul style="list-style-type: none"> • Conducts comprehensive participant assessment to determine the health care needs, of community care (CC) participants. • Works with the team social worker to develop participant care plans, including determination of frequency and duration of health related services required under the care plan. • Facilitates delivery of services determined necessary under the care plan with appropriate physicians, home health care agencies, other health service providers, purchase of service agencies and other service organizations. • Monitors participant care plans to ascertain delivery of needed services, and performs participant reassessments functions to determine needed alterations in the participant care plans. • Works with family members and other volunteer caregivers to maximize available informal support systems. • Maintains liaisons with hospitals, human service providers, home care agencies, and other referring agencies in geographic area of responsibility. • Ensures compliance with all program standards and guidelines. • Assists in providing documentation of project activities for reports and/or participant applications to Michigan Office of Services to the Aging, Michigan Department of Community Health, Family Independence agency and/or other program funding sources. • Handles other duties as assigned. 	
Supervisor and Department: CCD Project Manager/CCD	Type: Medium Supervision
Date Revised: October 10, 2011	