

02/27/2017

03/21/2017

CARE COORDINATOR

DEPARTMENT: CORE - LOMBARD

FLSA: Exempt

UNION: SEIU 73 Professional

JOB POSTING: #17-040 (Exam Request title: Medical Social Consultant)

TO APPLY: <http://dsccl.uic.edu/who-we-are/employment-opportunities-3/apply-for-a-career/>

The Minimum Acceptable Qualifications for a Medical Social Consultant are:

1. Master's degree from an accredited school or university in social or behavioral science or related health specialty.
2. Three years of progressively responsible full-time experience in practice of social work in agencies maintaining acceptable standards of social work practice, including one year in a medical or clinical setting and one year in a consultative or supervisory capacity.

English/Spanish Bilingual preferred

A. FUNCTION:

The DSCC Medical Social Consultant provides care coordination services to families eligible for DSCC services within a particular geographic area, provides consultation to other members of the multi-disciplinary team utilizing skills and knowledge acquired from academic training and professional experience as a Social Worker.

B. ORGANIZATIONAL RELATIONSHIPS:

The Medical Social Consultant reports to the Regional Manager (RM). The RM reports directly to the Assistant Director for Operations.

C. WORK ACTIVITIES:

Provides care coordination services:

- Develops a care coordination plan that is family-centered, community based and coordinated.
- Facilitates the implementation of the care coordination plan.
- Monitors the care plan activities.
- Revises the care coordination plan to address the changing and ongoing concerns and priorities of the family.

- Coordinates all available health care benefits.

Identifies children eligible for DSCC services:

- Determines general eligibility for each assigned case.
- Determines medical eligibility for each assigned case.
- Assists in the completion of the financial application process for each assigned case.
- Identifies potentially eligible children for the Home Care Waiver Program (HCWP).

Participates as a member of the Regional Office multi-disciplinary team:

- Complies with University, Division and Regional Office policy and procedures.
- Provides state-of-the-art discipline based expertise to the Regional Office multi-disciplinary team.
- Maintains an area of psychosocial expertise in support of the Regional Office multi-disciplinary team.
- Complies with state and federal regulations related to children enrolled in the Home Care Waiver Program (HCWP).

Promotes interagency collaboration and an organized network of integrated services:

- Provides community education programs regarding DSCC services.
- Participates in developing and/or implementing a networking plan for the Regional Office.

Participates in family-centered, community based clinics:

- Coordinates all assigned DSCC clinics.
- Participates as a Medical Social Consultant team member.

Participates in special projects impacting DSCC:

- Participates in agency committees/projects on a regional or statewide basis.
- Participates in DSCC sponsored interagency programs.
- Prepares for and attends the Institute for Parents of Preschool Children Who Are Deaf. Serves as a staff member at the Institute.
- Performs other duties as assigned.

If designated as the Home Care Consultant for the Regional Office:

- Processes initial intake of home care program referrals and assess eligibility.
- Assists the assigned case manager with the development of the waiver/medical plan of care (MPC) application.
- Reviews all waiver/MPC applications and renewals for completeness, accuracy, and compliance with DSCC and IDPA requirements before forwarding to the IDPA and

DHS. Bring discrepancies to attention of the RM.

- Attends all internal staffings on home care clients, and provides technical assistance and assesses compliance with current policy and procedure.
- Provides technical assistance and training to new case managers as needed.
- May act as liaison between the Regional Office, IDPA and DHS.
- When directed by the RM, no less frequently than every six months, reviews all active regional office home care records to assure compliance with established policies and procedures, and reports findings to RM.
- Interviews prospective home care providers to assess suitability and monitors provider services.

D. KNOWLEDGE REQUIRED BY THE JOB:

The Medical Social Consultant should be knowledgeable regarding:

- Medical terminology as it relates to the eligible system impairments.
- Medications as they relate to the eligible system impairments.
- Normal growth and development.
- Chronic health impairments.
- Medical equipment/supplies related to eligible system impairments.
- Medical equipment/supplies related to technology dependent children.
- Laws related to children.
- Guardianship, adoption and custody.
- Therapeutic approaches in the treatment of children and families.
- Psychopathology.
- Community resources for the economic, social, psychological and medical needs of the family.
- Eligibility criteria for the Home Care Waiver Program and the Core Program.

The Medical Social Consultant should have demonstrated skills in the following areas:

- Development of an appropriate family centered care plan.
- Accurate interpretation of psychological/social reports, documents and reference books.
- Accurate interpretation of medical reports to confirm medical eligibility.
- Compliance with University Policy and Rules.
- Compliance with DSCC Rules, Policy and Procedures.
- Assessment of family dynamics and social service needs.
- Counseling, and crisis intervention.
- Effective care coordination.
- Training of staff and families.
- Compliance with policies and procedures related to the planning, monitoring and evaluation of home care services.

E. POSITION RESPONSIBILITY:

The Medical Social Consultant functions independently as a professional staff person within the Regional Office. The RM directly supervises the Medical Social Consultant with technical assistance obtained from the Central Administrative Office. Work is periodically reviewed by the RM with feedback provided to the Medical Social Consultant. The Medical Social Consultant sets daily priorities and deadlines through routine case monitoring and contact with families, providers or other agencies.

F. GUIDELINES:

The Medical Social Consultant is required to comply with the University of Illinois Policy and Rules, DSCC Administrative Rules, Policy and Procedures, and Home Care Manual Policies and Procedures.

G. SCOPE OF DUTIES AND RESPONSIBILITIES:

There is a range of complexity depending upon the specific situation on a particular case. The complexity varies because of the medical condition, multiplicity of providers, and dynamics of family system. The care coordination services also need to be in compliance with policy and procedures. This increases the decision making for the consultant as rules, policy or procedures need to be applied consistently to individual family needs. The Consultant needs to be timely in their response to families and service providers or services are not delivered to the child and family in an effective or timely fashion. Strict compliance with DSCC confidentiality policy must be maintained with all child specific information.

H. PERSONAL RELATIONSHIPS:

The Medical Social Consultant interacts on a daily basis with the families and service providers. The direct interaction with their team members and consultative resources within the Division is also on a daily basis. These contacts may occur by face-to-face, E-mail, phone, or written documents.

I. ENVIRONMENTAL DEMANDS:

The Medical Social Consultant is sedentary while working in an office setting. There is some travel required for the position.

The University of Illinois at Chicago Division of Specialized Care for Children is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.

