December 5, 2014

To: All DSCC Employees

From: Office of Human Resources

Re: Job Posting # 15-027

We have an opening for a Business Administrative / Associate, Manager of Care Coordination.

Location: Central, IL

**FUNCTION**

This position demonstrates management and oversight over the case management / care coordination program established between DSCC and other managed care / insurance organizations. The manager will oversee the case management and care coordination services and monitor and report trends and outcomes based on electronic medical records and other related software. The manager will be responsible for directing staff. The manager will be responsible for building and maintaining relationships with stakeholders.

**DUTIES AND RESPONSIBILITIES**

- Manages care coordinators and support staff; responsible for hiring, developing, training and evaluating
- Provides oversight and direction of care coordination for designated population; oversees home assessments and health care plans
- Supervises development and implementation of pre-admission and discharge plans
- Supervises development and implementation of transition plans for designated population
- Creates and analyzes reports by leveraging electronic medical records; monitors and reports care coordination trends by reviewing reports
- Develops positive working relationships with health plan network providers
- Performs other duties as assigned

**MINIMUM REQUIREMENTS**

- Bachelor’s degree in Nursing or Social Work, Masters preferred
- 2+ years of professional level in nursing, social work and/or business experience, one year of which was at an administrative level
- 1+ years of experience with managed care organizations/health insurance

*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.*