November 27, 2018

BILINGUAL MEDICAL SOCIAL CONSULTANT / CARE COORDINATOR
DEPARTMENT: CORE – CHICAGO
FLSA: Exempt
UNION: SEIU 73 Professional
JOB POSTING: #19-073 (Exam Request title: Bilingual Medical Social Consultant)

TO APPLY: https://jobs.uic.edu/

The Minimum Acceptable Qualifications for a Bilingual 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.

3. Specialty Factor: English/Spanish Bilingual

A. FUNCTION:

The DSCC Bilingual Medical Social Consultant provides care coordination services to Spanish speaking 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 Bilingual 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 to Spanish speaking families utilizing bi-lingual speaking, reading, writing, and translating skills.

• 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.
D. KNOWLEDGE REQUIRED BY THE JOB:

The Bilingual 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 Bilingual 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 evaluating of home care services.

E. POSITION RESPONSIBILITY:

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

F. GUIDELINES:

The Bilingual 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 Bilingual 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 Bilingual 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.