



## JOB VACANCY

November 29, 2016

### **Children's Care Coordinator**

**Location:** Suffolk County 11788

EAC Network seeks a Children's Care Coordinator to work part time (with possibility of increasing to full time) for its Long Island Health Home Program. The Children's Care Coordinator conducts assessment and service planning to coordinate care for participants & works closely with clients, family members and others to implement the goals identified during the intake, assessment, and reassessment process. The position is 17.5 hours weekly. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital or protected veteran status. EAC is an EOE.

Candidates are encouraged to view agency Web site at [www.eac-network.org](http://www.eac-network.org).

#### **QUALIFICATIONS:**

- Bachelor's Degree with two years of relevant experience, or a Master's Degree with one year of relevant experience required.
- Experience providing medical, mental health or substance abuse-focused care coordination services to children and adolescents with chronic medical conditions and complex behavioral health conditions needed.
- Working knowledge of health care environments, clinical terminology and health information systems strongly preferred.
- Excellent organizational and time management skills, interpersonal skills, verbal and written communication skills required.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to preform work assignments.
- Bilingual (English/Spanish) skills preferred.

#### **RESPONSIBILITIES:**

- Gather information for assessment and reassessments.
- Provide care management to a caseload through the coordination of medical, mental health and substance abuse services.
- Participate in case conferences with health home team including, Case Managers and treatment providers.
- Work with EAC NETWORK Team members and area Health Home team members in implementing individualized care plans.
- Ensure entitlements, insurance, and benefits are in place.
- Monitor client's progress in utilizing services (appointments, treatment, medication, etc.) through telephonic and direct contact.
- Collaborate on care issues with internal clinicians and the participant's assigned Health Home medical provider.
- Conduct home visits and community work in the field including visiting hospitals and emergency rooms when determined necessary.

#### **HOW TO APPLY:**

E-mail resume/cover letter to [employment@eacinc.org](mailto:employment@eacinc.org)