



<b>Job Title</b>	Clinical Case Coordinator	<b>Job Code</b>	HS0311
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Counseling/Psychology

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Counseling/Psychology Professionals** provide psychological and counseling services of a remedial, preventive, and developmental nature through consultation/contact with patients. May provide medical personnel with direction concerning patient care and prevention.

**Job Summary**

Responsible for coordinating and tracking all patient services and activities. Provides clinic support to patients and staff by completing intake screenings, providing case management services, developing discharge plans and facilitating psychoeducational/clinical groups. Equipped with extensive knowledge of clinic operations and services, this position will also serve as an outreach representative through participation in community events and external committees.

**Representative Duties**

1.
  - Track and monitor activities, services, and clinical needs associated active patients
  - Complete new patient screenings for incoming calls and walk-in patients requesting clinical services
  - Oversees the Intensive Outpatient Program enrollment process
  - Coordinates patient eligibility, provides treatment details, organizes housing arrangements, and aids in clinician assignment
  - Develops and facilitates clinical group for family members and supporters and provides individual treatment services
  - Serves as the clinic’s outreach representative

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)	N/A	
Licensure(s)	N/A	
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.