



Job Title: Care Planning Coordinator

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FSLA Classification: Non-Exempt
Department: Center Administration
Supervisor: Center Manager

Job Summary

Under the direction of the Center Manager, the Care Planning Coordinator is responsible for the management and operation of care plan activities, including the supervision of assigned interdisciplinary team (IDT) staff and the provision of services to participants of Fresno PACE.

Essential Job Functions

- Participate as a member of the interdisciplinary team, facilitate Care Planning Meetings and provide leadership for effective care planning and problem-solving for quality participant service.
- Responsible for the effective operation of the Care Planning Activities, including the routine requirements to meet participant needs; participate in rigorous communication and coordination with all Fresno PACE departments.
- Responsible for communicating directly with interdisciplinary team staff, including home care coordinator, clinic nurse manager, social workers, activities coordinator, physical therapist, occupational therapists, dietitian, transportation coordinator, personal care attendants, and other center staff as assigned.
- Assist with the development, oversight, implementation, and adherence to policies, procedures, and standards for all Care Planning Activities under the direction of the Center Manager.
- Responsible for meeting Care Planning deadlines to maintain compliance.
- Responsible for the oversight of Care Planning logs and monitoring for compliance.
- Send bi-monthly status reports on overall Care Planning compliance directly to Center Manager.
- Constant communication with staff regarding real-time data, Care Planning data, and timely report to Center Manager if any issues arise.
- Maintain documentation regarding annual participant, recertification, and maintain compliance.
- Ensure that the Care Plans are signed and activated within the allotted timeframe as specified in the Fresno PACE Policies and Procedures manual.
- Participate in and contribute to Fresno PACE management team.
- Responsible for adherence to all regulations, both federal and state, which govern the operations of a PACE organization and a licensed adult day care center.



- Maintain confidentiality regarding participant, staff, contractor, and organizational information.

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner and perform all other related duties as assigned.
- Be flexible in the schedule of hours worked.
- May require the use of your own personal vehicle.

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; is required to obtain the assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead, squatting, and kneeling.
- Ability to communicate verbally with excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

Experience

- Minimum of two (2) years of experience in a supervisory or clinical administrative role in a health care delivery setting
- Minimum of one (1) year of documented experience working with a frail or elderly population

Knowledge, Skills, and Abilities

- Analytical, with highly developed leadership skills



- Thorough knowledge of current concepts and practices of health and social services to the elderly, particularly of home- and community-based services, interdisciplinary team facilitation model
- Knowledge of utilization review, quality assurance, and health care concepts
- Knowledgeable as an advocate for risk-based long-term care programs, specifically the PACE model
- Excellent planning and coordination abilities
- Ability to work effectively and harmoniously with staff, the elderly, providers of services, and peers
- Energetic, well-organized, dependable, flexible, and resourceful
- Effective oral and written communication skills
- Working knowledge of desktop application software (Microsoft Office).
- Multi-language skills preferred

Education and Certification

- High School Diploma or GED needed
- Associates Degree in healthcare-related area preferred
- Bachelor's degree in health care administration, nursing, public health preferred
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact

Acknowledgment

I have read the above Care Planning Coordinator job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all the essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.



Employee Signature

Date

Fresno PACE Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	01/18/2018	Revised Date	
Reviewed Date		Discontinued Date	
Approved By and Title: QAPI Committee			