RIGHT FROM THE START - COORDINATOR

SUMMARY

This position assumes the responsibility for coordinating the care of Medicaid-eligible pregnant women and infants across the mine lives of providers, various professional specialties, and community resources.

EDUCATION

A. Must be at least 21 years old and possess a Bachelor’s Degree in social work from an accredited College or University AND have a WV Social Work License. (OR be in process of obtaining a license from the State of West Virginia.)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

A. Must maintain license requirements according to the State of West Virginia.

OR

B. A registered nurse licensed to practice by the state of West Virginia Board of Examiners for Registered Professional Nurses.
C. Should have exceptional organizational skills; proficient computer skills; and interpersonal relationship skills, and the ability to communicate orally and in writing with the ability to work effectively in a fast paced environment, manage several projects simultaneously, and adjust to frequently changing demands.
D. Have the ability to make decisions consistent with agency policies and general philosophies of child care.
E. Be an acceptable role model for youth in values and lifestyles in keeping with those ascribed by Burlington.
F. Must have a valid state issued driver’s license and submit to an intensive background investigation.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Right From the Start Coordinator of Burlington United Methodist Family Services shall encompass at least the following:

A. Can support the mission and vision of Burlington United Methodist Family Services as evidenced by compliance with all organizational policies and procedures.
a. Burlington United Methodist Family Services, Inc’s mission is to prevent harm and provide hope to hurting children and families.

b. Burlington United Methodist Family Services, Inc’s vision is to be a leader in providing superior and innovative services to every child in need regardless of who they are, what they have done, or where they live by empowering them to discover and fulfill their spiritual, academic, personal, and professional dreams and passions.

c. The core values that drive BUMFS’s mission and vision are to be: Christian centered; Holistic approach to service – mind, body, and spirit; Every person is of great sacred worth; Unconditional commitment; Acceptance; Trust; Honesty; Best practice; Family focused; Integrity; Respect and dignity; Confidentiality; Advocating for those who cannot do so for themselves; Teamwork; Competency; Faithfulness.

B. Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.

C. Exhibits effective communication skills including proper use of agency communication systems.

D. Coordinate the health, education, psychosocial, and nutritional care for the Medicaid-eligible pregnant woman and infant.
   a. Receives referrals from the Regional Care Coordinator.
   b. Completes assessment to identify barriers to a healthy outcome.
   c. Develops service plan with the client.
   d. Arranges for interventions which meet identified needs.
   e. Makes home visits and client contacts according to policy.
   f. Follows a standardized record system for documenting client care.
   g. Updates medical provider of client’s progress / change in service plan.
   h. Sends required information to Regional Care Coordinator.
   i. Monitors care coordination of infants served by other programs that provide case management services.
   j. Arranges for/participates in interdisciplinary/interagency problem/service plan meetings for multi-problem clients to determine that appropriate agency to serve as primary case manager and to assign service plan responsibilities.
   k. Coordinates / monitors with other programs providing case management to infants such as Early Intervention Program, Handicapped Children.
   l. Referral of client into appropriate case management system at time of closure / or as risk determined.

E. Improve the pregnant woman and her family’s knowledge regarding the importance of quality health care.
   a. Communicates to the client and family concerning the value of self-care.
   b. Plans with the client for medical prenatal care / pediatric care.
   c. Plans with the client for participation in WIC for nutritional needs, counseling, and food supplements.
   d. Models and teaches problem-solving skills.
   e. Plans with the client for receiving postpartum exam and family planning.
   f. Plans with the client for support systems.

F. Advocate for the primary needs of the family, including food, shelter, safety, crisis intervention, transportation, and child care.
   a. Advocates for the client in the community.
   b. Intervenes immediately for unsafe environment for mother or infant.
c. Intervenes in times of crisis.
G. Use appropriate referral and follow-up procedures to acquire necessary resources for the client.
   a. Establishes cooperative agreements and contacts for referral on the local level.
   b. Coordinates services from all disciplines.
   c. Communicates with medical care providers.
   d. Monitors receipt of services.
H. Completes required billing on a monthly basis, with all billing turned into the accounting department by noon on the second working day of the month.
I. Required driving position.
   a. This position is defined as one that will require you to drive a motor vehicle as part of your daily work. This position does allow the employee to drive motor vehicles owned or leased by Burlington United Methodist Services, Inc., and to transport employees and residents when and if necessary.
J. Performs other duties that fall within the parameters of this position.

PHYSICAL DEMANDS

The 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. Travel is required both day and night. The employee will be required to lift, stand, sit, and/or walk for extended periods of time. Repetitive use of hands, wrists, and elbows will be required. The employee will be required to possess the strength and ability to demonstrate techniques taught in various required training.

This position will work in an office environment, although sometimes this position must work in extreme weather conditions and potentially hazardous situations due to working in a residential environment.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties and skills required of personnel so classified. The job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.