



Job Title: Behavioral Case Coordinator/Paraprofessional Supervisor's Title: Licensed Social Worker, CAD-C-II Department: Medical	FLSA Status: Non-Exempt Revised: 09/17/2018
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**General Summary:**

Provide the full scope of primary care services which fall under his/her field of training, including but not limited to following up with patients via phone, engaging with patients about their treatment goals, providing some psychoeducation when appropriate, and assisting clients with following up with and assessing the effectiveness of referrals. As a member of the Christ Community Health team, all staff is expected to be familiar with the mission, vision and philosophy of ministry of Christ Community Health and work collaboratively within their scope.

**About Christ Community Health Services Augusta:**

*Mission:* To proclaim Jesus Christ as Lord and demonstrate His love by providing affordable, quality primary healthcare to the underserved.

Christ Community Health is a Patient-Centered Medical Home (PCMH) and Federally Qualified Health Center (FQHC). We are honored to provide primary medical and dental care to more than 10,000 patients from 10 counties in and around the Augusta, GA area. Christ Community Health is a growing non-profit organization that seeks to serve. More than 70 employees make possible the operation of two medical clinics and newly opened dental clinic

**Major Areas of Responsibility**

- Assist with implementing policies and procedures for SBIRT services
- Assist LMSW with following up with patients with concerns related to their treatment
- Initiate with patients to remind them of appointments and to track progress with treatment goals
- Perform interventions consistent with their training and under the supervision of the LMSW
- Attend all required trainings and meetings required by the SAMSHA Grant for the implementation of SBIRT
- Make referrals for patients requiring services not offered at Christ Community Health and follow up with those referrals to ensure patients are able to receive services
- Assess the quality of referrals made by tracking the patient's progress
- Attend coalition meetings to build and strengthen referral networks for agencies, churches, and other clinics addressing substance use and behavioral health concerns
- Participate in outreach and off-site health care programs as assigned by the Medical Director and other members of Behavioral Care Team.
- Adhere to Christ Community Health productivity standards and meet at least the minimum requirement.
- Assist with the development and coordination of Medication Assisted Therapy

**Required Knowledge, Skills, Abilities:**

- Eager and able to embody the mission and vision of Christ Community Health.
- Interest and desire to work in general primary care.
- Ability to work as a member of a Care Team.
- Good physical stamina and an ability to stand most of the day.
- Excellent interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, & temperaments represented among Christ Community Health staff and patients, treating others with compassion and professionalism.
- Commitment to demonstrating personal integrity through punctuality, honesty, the ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.
- Ability to adapt to frequent changes in workload and adjust priorities quickly as circumstances dictate.
- Proficient computer skills, including working knowledge of e-mail systems, electronic medical records, and web-based programs

**Education and Experience:**

- HS Diploma, a Bachelor’s degree in Psychology, Nursing, Social Work, etc. is preferred
- Work experience in the field of mental health/addiction is preferred
- Current, active Basic Life Support (BLS) certification

<b>Physical Requirements:</b>	<b>Rarely (0-12%)</b>	<b>Occasionally (13-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking			X	
Climbing/Stooping/Kneeling	X			
Lifting/Pushing/Pulling	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**Working Conditions:** The position has normal office working conditions with the absence of disagreeable elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**By signing below, I acknowledge that I have read and understand this job description and I am ready to perform the duties listed above.**

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Employee Signature

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Date