Job Description

Department: Adult Integrated Health Home Initiative

Job Title: Adult IHH Habilitation Care Coordinator

Reports to: Director of Integrated Health and Community Based Services

Job Purpose: This position serves as an integral member of the interdisciplinary team for the Integrated Health Home Initiative. The Adult IHH Habilitation Care Coordinator’s primary responsibility is to respond to the needs of adults with a Serious Mental Illness (SMI) who qualify for Habilitation services. This position will provide the initial authorization of Habilitation services using a patient-centered approach across medical, behavioral and community systems.

Essential Duties and Responsibilities:
- Conduct Habilitation assessments, including but not limited to, determining eligibility and service needs as well as all required paperwork as indicated in Iowa Code.
- Coordinate and manage enrollment process for patients into the IHH program with Managed Care clinical quality standards and quality management plan protocols.
- Establish and maintain routine collaborative meetings with system partners to promote partnership between Managed Care Organizations and the system partner toward achieving benchmark standards and improving patient care.
- Participate in Quality Improvement activities, including data collection, tracking, and analysis.
- Conduct in-depth interviews/assessments and use specialized knowledge to gather complicated information from patients to be enrolled in the Adult IHH program and specifically Habilitation services.
- Synthesize information from treatment records, risk stratification, and other sources to assess program enrollees. Apply evidence-based clinical guidelines for behavioral and physical health issues, in addition, knowledge of care coordination techniques in assessing the needs of recipients and determining interventions to address those gaps.
- Demonstrate excellent customer service and collaborate with physicians, consumers, members, visitors, staff, and the health care community.
- Collaborate with Adult Integrated Health Home Team and treating providers in developing and implementing care coordination plan to address treatment barriers for each low to moderate risk patient.
- Record and maintain documentation in Practice Management System and Health Information Technology. Provide individualized care planning and self-management tools to achieve optimal whole health.
- Demonstrate flexibility in job duties and schedule in order to aid in better serving the organization, the consumers, and to assist reaching benchmark standards set forth by Managed Care Organizations. Provide crisis support as needed.
- Attend regularly scheduled meetings and training sessions to enhance team performance. Provide team leadership and support to Adult IHH staff, allowing for shared leadership and bidirectional communication amongst all team members.
- Adhere to all policies and procedures set forth by Siouxland Mental Health and Managed Care Organizations. Complete all necessary paperwork for insurance and billing. Abide by all deadlines set forth by Siouxland Mental Health and Managed Care Organizations.
• Uses available data, such as exams/assessments scores, participant evaluations, and service observations to identify health and wellness needs to develop care coordination plans, social histories, and Habilitation assessments.
• Participates in various workgroup and committee activities to support departmental and organizational efforts to improve the quality of services throughout our systems of care.

Additional Duties and Responsibilities:
• Accomplish all tasks as appropriately assigned or requested.

Competencies:
• Social Skills—the individual professionally interacts with members and models appropriate behaviors.
• Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
• Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
• Written communication—the individual edits work for spelling and grammar, presents data effectively and is able to read and interpret written information.
• Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
• Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
• Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
• Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.
• Interpersonal skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
• Confidentiality—the individual will maintain patient confidence and protect operations by keeping information confidential.

Experience and Education:
Required:
• Bachelor Degree in a human service field.
• Knowledge of, and experience in working with adults with mental illness.

Preferred:
• Knowledge of ICD-10 mental health disorders.
• Knowledge of utilization management procedures, mental health and substance abuse community resources and providers.
• Ability to effectively and professionally manage difficult client issues.
• Experience working with Microsoft Office software and excel databases.

This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and / or other management personnel.