

**Southwestern Pennsylvania Area Agency On Aging, Inc.**  
**JOB VACANCY NOTICE**

**POSITION:** Care Coordinator Team Lead (Full-Time)  
**UPMC *for life* Options CBCCI/Community Health Choices Waiver**

**PAY GRADE:** 14

**WAGE:** \$38,376 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provide comprehensive medical care coordination and service coordination to enable CHC Waiver participants to remain in their home. To ensure timely and appropriate care and improve member outcomes and quality of life for the CHC Waiver participants enrolled in the UPMC *for life* Options Community-based Care Coordination Initiative.
- Develops and maintains Person Centered Service Plan (PCSP) required for CHC Waiver participants.
- Develop and manage an individual integrated care plan encompassing Medicare medical services, Medicaid long term services and supports (CHC) and community resources.
- Conducts comprehensive psychosocial reassessments as necessary to determine the continued medical and social support required for in-home care.
- Effectively manage Medicare medical services as related to transitions to and from all care settings including but not limited to the hospital, skilled nursing facility and the participant's home.
- Assist Supervisor in identifying, directing and implementing care plan changes necessary for optimal participant functioning in the community setting.
- Coordinates and manages both Medicare and Medicaid services to maximize participant benefits and minimize costs while safely maintaining participants in a community setting.
- Monitors the effectiveness of the PCSP implementation through follow-up calls and visits at prescribed intervals.
- Ensures that the consumer is receiving the correct type, scope, amount, duration and frequency of services.
- Provides technical assistance and social and emotional support to consumers and families.
- Provides medication reconciliation at all transitions of care.
- Assists participants with ongoing medication management.
- Initiates, facilitates and manages interdisciplinary team meetings and case conferences.
- Conducts ongoing in-home monitoring and assessment of participant's goals, needs and existing services.
- Assists participants with proactive identification of health issues and their exacerbation.
- Educates participants about the importance of advance directives.
- Provides linkages with community resources and evaluate their effectiveness.
- Contributes to and maintain current records and documentation for all case activity.
- Adhere to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws and agency policies and procedures.

**QUALIFICATIONS:**

- Master's Degree in Social Work, or a Bachelor's Degree in Social Work, Psychology or other related field from accredited college or university. Three (3) years with CHC Waiver program or related experience.
- Demonstrated knowledge of financial entitlement programs and health/social services available to the consumers.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Ability to transport oneself, as necessary, in the performance of essential functions;
- Ability to interpret detailed medical records and documentation obtained from health care providers.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18220. EQUAL OPPORTUNITY EMPLOYER.**