



Codington County, South Dakota

Job Title: Community Care Coordinator
Reports To: Welfare Director
FLSA Status: Non-Exempt – Grant Position

SUMMARY

Under the direct supervision of the Welfare Director, the Community Care Coordinator is responsible for working closely with the legal system, medical providers, primary care teams, and social services agencies to provide care coordination and connection to resources and support to reduce legal involvement and improve their health and general well-being through education and provision of coordination of care and services. Will manage a case load of 15-20 clients. The Community Care Coordinator will be responsible for handling sensitive customer and County information, which requires that they maintain a high level of professionalism and confidentiality. Additionally, this individual must have completed or be willing to complete an approved Community Health Worker training program in South Dakota within 1 year. This position is a result of grant funding and is not guaranteed beyond May 31, 2023.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Health system navigation and resource coordination including finding health care providers and attending appointments
- Health promotion and coaching providing information or education to clients that makes positive contributions to their health status
- Provide culturally appropriate health information and education to clients
- Work within the parameters of the justice system to assist with behavioral health access and helping individuals and families identify positive coping strategies
- Conduct assessments of client skills and areas of need in relation to substance use disorders
- Provide transition services into primary care and substance abuse treatment to clients who are recently post-incarceration and linkage to post-incarceration specific services
- Provide home-based health interventions for high-risk clients with substance abuse and chronic medical conditions
- Support clients with substance abuse disorders in achieving self-management skills and medication adherence
- Maintain professional and confidential case files on all clients seeking and receiving assistance



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SECONDARY DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Attend seminars or obtaining certification, as requested
- Link clients to needed social services and support groups
- Help with insurance navigation for clients in regard to treatments and medications
- Advocate for clients
- Connect clients with necessary appointments
- Perform duties in a manner consistent with safe practices and policies
- Perform other such duties and functions as deemed necessary

MINIMUM QUALIFICATIONS and SKILLS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification, Associate's Degree in Human Services or related field preferred.
- Must be from the community that is being served or have a familiarity of the community
- A minimum of two years' direct experience or equivalent education
- Must have valid driver's license and reliable personal transportation
- Experience with navigating local medical and social support systems preferred
- Demonstrated ability to communicate effectively verbally and in writing with people of differing cultural and socio-economic backgrounds
- Protect the privacy and security of protected health information as defined by State and Federal Law
- Pass a thorough background investigation
- Complete mandatory trainings
- Organizational skills, with attention to detail and accuracy
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet
- Ability to demonstrate good communication skills



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EXAMINATION, TESTING, AND CERTIFICATION

- Must possess a valid social security number and a valid driver's license
- Successful competition in written and/or oral interviews
- Obtaining Community Health Worker Certification as soon as possible

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.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear
- The employee frequently is required to stand, sit, and reach with hands and arms
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl
- The employee is occasionally required to lift and/or move up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Occasional travel within Codington County to serve clients or outside the County for trainings/seminars may be required



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CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Community Care Coordinator. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

I understand that this position is not guaranteed beyond May 31, 2023.

Employee Signature

Date Signed

Department Head Signature

Date Signed

Commissioner in Charge

Date Signed