

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: April 24, 2024

Title: RN Care Coordinator

Position Number: C460010

Program: Health Services Unit	Salary Range: \$48,601 - \$65,316 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Paw Paw	Union Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Basic Responsibilities:

As part of the Certified Community Behavioral Health Clinic (CCBHC), the RN Care Coordinator will help customers navigate and access community services, other resources, adopt healthy behaviors, improve health outcomes, and reduce healthcare costs. The Coordinator will identify and link customers with medical resources in the area, make appropriate referrals, coordinate services, and provide follow up with customers. Ensures customers receive appropriate and necessary monitoring for Medication Assisted Treatment (MAT) clinic. May travel to various agency sites through the county to provide services.

Summary of Required Qualifications:

- License as a Registered Nurse in the State of Michigan, including meeting ongoing CEU requirements.
- Demonstrated knowledge of nursing practice as it relates to working with individuals with mental illness & substance use disorders.
- Ability to communicate effectively in verbal, written, and electronic (EMR) formats.
- Ability to work independently and as part of a team, including ability to be punctual, manage time and crisis situations flexibly and effectively, and demonstrate good judgment.
- Valid Michigan driver's license with an approved driving record in accordance with agency standards.
- Certified CPR and First Aid instructor, or ability to obtain certification within 6 months of hire.

Summary of Essential Job Functions:

- Provides outreach and linking services to connect customers to appropriate medical services in the local community that best meet their needs. This coordination may include such services as referrals and education of health conditions.
- Identifies gaps in care for members & arranges appropriate & timely resolution with internal & external agencies.
- Links & coordinates information between agency physicians/staff & other physicians as needed for integrated care.
- Coordinates all nursing services related to MAT clinic.
- Helps customers meet treatment and life goals while reducing barriers to those goals.
- Monitors missed appointments and works with customer to address any barriers to receiving services.
- Acts as a resource and education source to customers, families, providers, community partners, and/or staff.
- Documents customer care and related communications in the electronic health record.
- Collects, tracks, and reports required data as described in CCBHC-wide data driven quality improvement plan and participates in presentations to stakeholders.
- Provides CPR and First Aid certification training to staff.
- Substitutes for other nursing staff to ensure coverage, as assigned.

To apply, submit your resume and cover letter by email to the HR Office by May 3, 2024:

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com

Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

