



**DATE:** December 14, 2011  
**TITLE:** CONTINUITY OF CARE COORDINATOR  
**PAYROLL GRADE:**  
**LOCATION:**  
**SUPERVISOR:** EMERGENCY SERVICES PROGRAM SUPERVISOR  
**EXEMPT (Y/N):** YES

**GENERAL PURPOSE:** Responsible to provide discharge planning for all hospitalized clients and consumers from our catchment area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes a case file on all non-enrolled clients and obtains the case file of an enrolled client sent to CMHIP or other facility and provides case management services for the client.
- Obtains initial assessment and history and physical information from the social worker responsible for the client together with the M-1, the emergency screening form and the crisis evaluation from the on-call clinician to complete admission paperwork
- Coordinates discharge planning for client with the social worker at CWSU, CMHIP or other facility
- Provides a 27-10 study for state (on Excel) each fiscal year
- Provides a hospital admissions/follow-up report monthly to the QI Director
- Obtains an appointment with appropriate provider as soon as possible after discharge from CWSU, CMHIP or other facility if client is to return to an independent living situation
- Arranges transportation for clients returning from CWCW, CMHIP or other facility. Coordinates with other Centers for maximum efficiency
- Maintains communications with community agencies that are often involved with clients (police/sheriff, social services, nursing homes, etc)
- Attends quarterly Continuity of Care meetings at CMHIP and Colorado Health Network meetings
- As Forensic Coordinator, monitors conditional release clients; submits monthly and quarterly reports; coordinates/facilitates certifications/involuntary meds monitoring
- Coordinates OBRA services Center-wide; conducts PASRR screenings, depression diversion/status change screens, and provides consultation with nursing homes as needed
- Provides emergency on-call back-up coverage one weekend per month
- Provides M-F daytime emergency on-call services for Gunnison
- Submits weekly updates on Medicaid and CMHIP or FL to BHD Bed Allocator for weekly report
- Attends Emergency Team meetings as scheduled
- Responsible to keep all client information confidential under the policies and procedures of the Center

**MISC. DUTIES AS ASSIGNED**

- May be assigned to community consultation and education projects
- May be assigned to represent the Center at community meetings

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**SUPERVISORY DUTIES:** None.

**QUALIFICATION REQUIREMENTS:** *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Education or Formal Training**

- Masters level degree in one of the recognized mental health professions.
- Three years post-graduate experience.
- Priority will be given to graduate training and/or prior work experience in a Community Mental Health Center.
- Experience in de-escalating clients in crisis situations
- Colorado State Licensure

**Knowledge, Skill and Ability: (include materials and equipment directly used)**

- Ability to communicate and work with other services agencies in the community
- A working knowledge of individual, group, family, and crisis treatment approaches and their application to clients with emotional, behavioral and/or substance abuse problems
- Ability to produce written documentation of clinical work in a manner readily understood by other service providers
- Ability to communicate program needs and services to individuals and groups
- Ability to communicate performance expectations and company policy to staff
- Ability to deliver services where the client=s needs are. This necessitates travel within the community
- Basic computer and keyboarding skills
- Ability to enter data on the Center’s computerized record keeping system

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

- May need to provide services in noisy and unclean locations in the community
- Must have ability to drive to meetings out of the area
- Must have a valid Colorado driver license

**I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**