

VACANCY POSTING

POSITION TITLE: Care Coordinator	STATUS: Full-Time/Exempt
DEPARTMENT: UMIT Home Healthcare	SALARY: \$19-23/hour
SUPERVISOR: Home Health Director	POSTING: September 27, 2021
	CLOSING: October 11, 2021

POSITION DESCRIPTION

General Summary

UMIT healthcare provides high quality healthcare to our patients, and we are looking for individuals with that same goal in mind. UMIT Healthcare is currently operating a clinic, pharmacy, and lab in King William County and we are looking to expand our healthcare services into home healthcare.

UMIT Home Healthcare is an exciting new home healthcare company offering home healthcare including skilled and in home aide visits. We will be beginning services in the City of Richmond and several surrounding counties.

Position

We are looking for a Home Health Care Coordinator to enhance the quality of our home health patient management, maximize satisfaction and promote quality healthcare. The successful candidate will be responsible coordinating services for the in-home aide segment of the patient care cycle. The Care Coordinator duties include assessing, planning, implementing, monitoring and evaluating home health aide services.

Primary Duties and Responsibilities:

- Coordinate aide care that is safe, timely, effective, equitable, and patient-centered
- Draft aide service plans, review case progress and determine case closure
- Facilitate multiple aide care aspects (patient coordination, information sharing, etc.)
- Develop effective working relations and cooperate with medical team
- Arrange relationships with social services
- Obtain authorization for in home aide visits

- Coordinate with skilled home health services

Knowledge, Skills and Ability Qualifications:

- Proven work experience as a home health aide and in patient coordination
- Problem solving skills and ability to multi-task
- Compassionate with teamwork skills
- First Aid training
- Valid driver's license
- High school diploma

Benefits:

- Health, Dental and Vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance
- 401k

Other Requirements:

Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. 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.

How to Apply:

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.

AND

- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Attn: Care Coordinator Position to:

careers@umithealth.com

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).