

**A. Primary Purpose of Organizational Unit:**

The Madison County Health Department is dedicated to the purpose of disease prevention and health promotion for all Madison County Residents. Employees assist clients in achieving the highest physical, mental and social wellbeing possible through a variety of health department programs.

**B. Primary Purpose of Position:**

Care Coordination for Children (CC4C). To provide CC4C Care Management for all Medicaid children birth to 5 years of age who are determined to be high-risk and qualify for services.

**C. Work Schedule:**

40 hours per week.

**D. Description of Responsibilities and Duties:**

**1. CARE MANAGEMENT FOR CHILDREN (CC4C):**

- a. Review CC4C referrals as they are received to assure that the client is eligible for the program.
- b. Educate referral sources on the benefits of the CC4C program.
- c. Collaborate with Child Health Care providers and Community Care of Western North Carolina (CCWNC) staff.
- d. Complete and enter into CMIS the Comprehensive Health assessment, Life Skills Progression and developmental screening as applicable.
- e. Determine intensity level of care to be provided.
- f. Develop patient-centered care plans, document key activities, and enter into CMIS.
- g. Refer clients to relevant education, oral health, behavioral health or other needed services.
- h. Assess and follow-up on identified needs related to clinical services and results of developmental screenings.
- i. Review and monitor Community Care reports created for the CC4C program to determine individuals at greatest risk.
- j. Attend CC4C and CMIS trainings offered by DPH and CCWNC.
- k. Follow program requirements for CC4C.

**2. Attend professional and community meetings, courses and workshops that relate to public health clinical Programs:**

- Represent the health department on boards, councils and other community committees;
- Consult with the Director of Nursing to provide staff or program updates, review reports, personnel problems, and staff performance;
- Perform other duties as requested.

**E. Other Position Characteristics:**

**1. Accuracy required in work:**

A high degree of accuracy is necessary to avoid mistakes which could have an adverse effect on the health department's revenue.

**2. Consequence of Error:**

Error will generally not result in a life-threatening situation; however, mistakes could lead to serious consequences for the health department. Errors must be kept to a minimum with immediate corrective action should they occur.

**3. Instructions Provided to Employee:**

**Each employee must:**

- ✓ Be familiar with department policy and procedures;
- ✓ Be trained in OSHA regulations;

- ✓ Receive instructions on clinical protocols for agency programs;
- ✓ Receive instruction in blood borne pathogens, CPR, AED, First Aide, respiratory fit testing, annually.
- ✓ Complete ICS 100b, ICS 200b, NIMs 701A, 800B at employment and stay current on trainings and staff development as required;
- ✓ Participate in preparedness exercises as needed;
- ✓ Attend trainings and meetings as required;
- ✓ Receive instruction on Unified Health Communication which addresses Health Literacy, Cultural Competency, and limited English Proficiency;
- ✓ Complete CMIS training;

**4. Guides, Regulations, Policies and References Used by Employee:**

The Social Worker is instructed on policies and procedures for health department programs. The Public Health Social Worker is guided by public health laws, specific program requirements and department policies. Current Care Management staff, DPH, CCWNC will serve as reference for training and guidance.

**5. Supervision Received by Employee:**

The Public Health social worker is supervised by the Nursing Supervisor and Deputy Health Director.

**6. Variety and Purpose of Personal Contacts:**

Personal contacts may range from health department co-workers to Madison County residents and health department clients to peers in other public agencies and medical facilities.

**7. Physical Effort:**

Limited demand for physical exertion. The ability to lift moderate amounts of weight could be necessary.

**8. Work Environment and Conditions:**

The work environment is safely sheltered with a minimum amount of outdoor activity which includes home visits. Travel during inclement weather would be at the employee's discretion.

**9. Machines, Tools, Instruments, Equipment and Materials Used:**

Computer, Printer, Telephone, Copiers, Developmental Screening Tools, CMIS Computer Program.

**10. Visual Attention, Mental Concentration and Manipulative Skills:**

Accurate vision is preferred. A high degree of mental concentration is necessary. Manual dexterity is an important skill.

**11. Safety for Others:**

The Public Health Social Worker should be free of communicable disease and observe universal precautions while at work. Refrain from harmful behaviors which could affect co-workers, health department clients, and county residents.

**12. Dynamics of Work:**

An ability to cooperate with co-workers, clients, physicians, DPH, CDSA, CCWNC and others as the need arises.

**F. Knowledge, Skills & Abilities Training & Experience Requirements:**

Considerable knowledge and skill in social work theory and practice. General knowledge of and ability to apply principles of public health; working knowledge of current social and economic problems. Ability to deal with others in difficult situations and thereby maintain effective working relationships.

**G. Required Training and Experience:**

**1. Required Minimum Training:**

Bachelor's Degree in Social Work from an accredited school of social work.

**2. Additional Training/Experience:**

Complete state-sponsored Case Management orientation, CMIS training and the on-line Introduction to Principles and Practices of Public Health Training within one month of hire date.