

COOS COUNTY JOB ANNOUNCEMENT

INTEGRATED HEALTH MANAGER Coos Health & Wellness

\$5,731 - \$7,002 per month

All Healthcare setting employees are required to be fully vaccinated against COVID-19 by 10/18/2021 as mandated by Oregon Health Authority, unless a qualifying exemption applies. Proof of full vaccination or documented exemption will be required after a conditional Offer of Employment is made to the selected applicant.

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted: Courthouse CHW Building
Email all Coos County Employees
Indeed County Webpage

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

DESCRIPTION OF POSITION

Revision Date: January 31, 2023

1.	Classification Title: Integrated Health Manager
2.	Working Title: Integrated Health Manager
3.	Department: Coos Health & Wellness
4.	Pay Grade: 820 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	What is the purpose of this position? The Integrated Care Manager functions as a core Manager of a behavioral health/physical health collaborative care team that provides clients with a range of services utilizing the client's primary care provider, psychiatrist, mental health case manager, other healthcare providers and ancillary staff. Treatment focuses on management of individuals with high cost/high needs, more complex conditions and those who are not progressing as expected.
6.	Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include, but are not limited to: <ol style="list-style-type: none">1. Oversee a team of Medical Assistants (MA) and Traditional Health Workers (THW) who carry a short-term caseload comprised of individuals who are frequent utilizers of inpatient and emergency department settings, and others with more complicated care needs as determined by the treating LMP and PCP.2. Responsible for supervising/managing staff providing front desk/reception services, medical/vital records secretarial duties for Coos Health & Wellness and subpoena processing, management/maintenance of medical/vital records3. Monitors members (in person and by telephone) for changes in clinical symptoms and treatment side effects or complications and communicates as liaison with internal client service programs. Partner with external case management programs to coordinate care.4. Oversees systems for identifying high risk patients through EHR, referrals. Develop a selection and tracking system for patient care coordination and care management across the continuum, including care transitions, Primary and Specialty care.5. Ensures support staff and all processes adhere to department, county, and bargaining unit policies and procedures; and comply with contract requirements, state and federal laws governing department services, and privacy/security laws governing protected health information (HIPAA).6. Supports medication management prescribed by the physician team, focusing on treatment adherence, side effects and other complications, and effectiveness of treatment within their scope of practice.7. Participates in regularly scheduled (usually weekly) caseload consultation with the Integrated Care Team and ensures coordination and communication with involved specialty providers and inpatient/institutional settings.8. Participates in morning meetings and daily huddles.9. Tracks member follow-up, gaps in care and clinical outcomes using the EHR registry and other population health tools.10. Oversees collaboration between the MA's and assigned primary case managers for the facilitation of treatment plan changes for members who are not improving as expected in consultation with the Integrated Care Team. As well as the development of care plans to prevent disease exacerbation, improve outcomes, increase patient engagement in self-care, decrease risk status, and minimize hospital and ED utilization These may include changes in medications or psychosocial treatments or appropriate referrals for additional services. Works with the assigned primary case manager to implement treatment plan changes and updates.

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7.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Maintain company's productivity and quality measures.• Complete all required documentation in a timely manner consistent with company guidelines.• Manage and complete assigned work tasks by deadlines.• Demonstrate dependability, reliability, and professionalism.• Maintain professional relationships and appropriate boundaries with participants, service providers, and internal and external customers.• Respond to emails and returns phone calls within 24 hours or the next business day.• Maintain cooperative and effective workplace relations with members of the patient centered treatment team.• Comply with required workplace safety standards• Comply with company's incident reporting procedures.• Participate in regular staff meetings, required training programs, clinical supervision, etc.• Maintain confidentiality and adherence to HIPAA rules at all times.• Other duties as assigned.
8.	Supervision <ul style="list-style-type: none">• This position is supervised by the Deputy Director of Coos Health & Wellness.• This position supervises internal Integrated Care Team, Front Desk, Records and Scheduling Staff
9.	Working conditions of position. <p>Position is located at Coos Health & Wellness, in an office setting. Hours are Monday through Friday from 8:00 am to 5:00 pm. Occasional travel may be required for training. Position may require some stooping, bending, and lifting of files (up to 20 pounds.)</p>
10.	List required special skills, licenses, certificates, etc. <ul style="list-style-type: none">• This position requires a Bachelor's degree in a Healthcare Delivery related field or a Two-Year degree in a Healthcare Delivery related field with 5 years of management experience.• Preference may be given to candidates with management / supervisory experience.• Experience in mental health services preferred. Skill in dealing with the mentally ill and their families preferred. Bi-lingual a plus.• Must be able to read and interpret laboratory reports. Must be capable of working in a Windows environment. Must be able to learn/utilize computer medical record system, including use of newer office technologies.• Must have good time-management skills; ability to prioritize tasks and work in a fast-paced environment; and good clinical writing/composition skills. Must have ability to prepare concise and complete reports and patient records. Must have good communication skills.• Regular and consistent attendance is required. Must be able to maintain appropriate boundaries in client interactions.• Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude, and represent the County and the Department in the community in a positive manner.
11.	Is operation of motor vehicle required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
12.	List equipment, tools, machines used in performance of duties. <p>Computer, printer, postage machine, multi-line phone, copy machine, fax machine.</p>