

## Southern Indiana Community Health Care

**Title/Position:** Chronic Care Coordinator

**Supervisor:** Medical Director

**Described Duties:**

1. Work cooperatively with Southern Indiana Community Health Care's providers and personnel to carry out the goals and objectives of SICHC, In according to established policies and procedures.
2. Plan, organize, direct, and lead the development of chronic disease program protocols and standards of care.
3. Assist in developing new programs using the Chronic Care Model.
4. Maintain the data base, formulate statistical and narrative reports.
5. Act as contact point for cluster and national health Disparities Collaboratives communications, including submission of required reports.
6. Develop and conduct staff training as appropriate and necessary, to include training for instruction to patients on the use of equipment and training on data entry.
7. Acts as the official keeper of team records, including correspondence, records of meetings and presentations.
8. Assist with the establishment of program goals and objectives for chronic care management and in office education.
9. Track and report key measures.
10. Participates in the in-services and other training programs that are job related.
11. Attend meetings as required to accomplish program goals.
12. Participate on the Clinical Quality Improvement Committee.
13. Maintain library of health promotion and patient education materials and resources.
14. Assist in orienting new employees to the Care Model.
15. Maintain an effective working relationship with all clinic personnel.
16. Plan and assist with public relations activities as needed, including health fairs, and other public events.
17. Represent SICHC effectively to external agencies.
18. Perform related work as required, in accordance with license, certification and training when providing direct patient care.

**Essential Job Functions:**

1. Possess cognitive skills necessary to understanding terminology, medical records and instructions.
2. Possess ability to see, hear, feel, smell, speak, sit, stand, read and write.

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3. Possess skills in establishing and maintaining effective working relationships with patients, staff and the public.
4. Possess ability to communicate clearly orally and in writing, to write reports, business correspondence, and procedure manuals, to correctly document patient's progress and effectively present information and to respond to questions.
5. Possess team building skills in order to ensure a productive work environment and achievement of goals.
6. Possess ability to endure traveling long distances if necessary.

**Qualifications:**

1. Graduate of an accredited school of nursing.
2. Licensure as a Licensed Practical Nurse in the State of Indiana
3. Three or more years of work experience in a Community Health Facility.
4. One year of experience working with the Chronic Care Collaborative or Diabetes Collaborative.
5. Possess ability to organize and carry out work assignments with minimal supervision and to prioritize work assignments and departmental responsibilities.
6. Respect and maintain confidentiality.
7. Maintain a professional appearance and attitude.

**Wage/Salary Classification:**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

\_\_\_\_\_  
I have read and understand this job description.

Approved: \_\_\_\_\_  
Supervisor/HR Signature Date