

Center for Families and Children / WSEM / El Barrio

Talent Management
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

Position:

Nurse Care Coordinator

Job Summary:

Under the supervision of the Manager of Integrated Health, and in conjunction with CFC's Medical Director, serves as the coordinator of integrated health services, client wellness activities and education; and staff continuing education. Works collaboratively with CFC staff, clients, and partner organizations towards collective integrated health service goals. The target population for services is individuals with severe and persistent mental illness; many of whom also experience lack of basic needs such as food, housing, and other resources.

Job Duties & Responsibilities:

- Serves as a representative and resource to staff on physical health services, integrated health services, and the Substance and Mental Health Services Administration's Primary and Behavioral Health Care Integration (PBHCI) grant project.
- Establish and maintain relationships with community medical service providers. Serve as a resource to staff on how to coordinate client access to services.
- Travels between CFC sites. May also participate in regional and national meetings and conferences as necessary.
- Supervision of Peer Support staff and student nurses or interns, including giving ongoing feedback and formal performance evaluations.

Client Wellness

- Development and coordination of all wellness programming (on-site and off-site), including promotion of activities, tracking attendance, evaluations, and topics. Delivery of wellness education programs.
- Development and maintenance of client health and wellness educational materials, print flyers, give-aways, etc.
- Creation and oversight of consumer advisory group and other opportunities for consumer involvement. Coordination with and supervision of peer support specialist(s)

Staff Education

- Participate in PBHCI grant program webinars, conference calls, and meetings and disseminate information to staff, clients, and partners
- Coordinates staff meeting schedules, topics, and speakers for the purposes of continuing education and ongoing case conferencing. Suggests other practices to this end.
- Creation of informational tools and resources for all staff on mental health, physical health, and integrated health services.

Other

- Participates in site-based staff meetings and interdisciplinary project teams, as assigned.
- Performs other related duties as assigned.

EMPLOYMENT OPPORTUNITY

Job Qualifications:

Must have an associates or bachelor's degree in nursing; advanced education and training preferred.

- A minimum of 3-5 years experience working in healthcare environment.
- Skill in motivating and engaging others and providing educational presentations required.
- Training and staff management experience preferred. Experience in the design and production of educational materials preferred.
- Knowledge of primary care practices and mental health services required. Integrated health services knowledge strongly preferred.
- Excellent oral and written communication skills.
- Computer proficiency required.
- Must be able to plan, organize, and prioritize multiple activities and maintain positive relations with a wide variety of people and work collaboratively with all stakeholders. Flexibility is a critical skill.
- Must have an awareness of and sensitivity to the cultural diversity of the population served.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted.

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Attention: Nurse Care Coordinator
4500 Euclid Avenue
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HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**