



Community Care Coordinator Job Description

The Community Care Coordinator (CCC) is responsible for assisting community members navigate and access health-related services, resources and education. As a priority, interactions with community members will focus on promoting, maintaining and improving health.

Essential Duties & Responsibilities including but not limited to the following:

- Assist clients with identifying socio-economic issues that affect their overall health and develop plans with goals.
- Establish trusting relationships and communicate effectively between healthcare staff, clients and authorized representatives.
- Maintain client confidentiality.
- Provide support and encouragement to clients and authorized representatives.
- Provide educational programming by partnering with community organizations.
- Write grants and other proposals to secure extramural funding.
- Perform miscellaneous job-related tasks as assigned.

Qualifications

- Strong interpersonal and communication skills.
- Understanding of community needs.
- Knowledge of community agencies and resources.
- Skill in use of personal computers and related software applications.
- High school graduate or equivalent required.
- Healthcare/social work/case management experience preferred but not required.