

## **MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)**

**JOB TITLE:** Case Manager  
**CLASSIFICATION:** Salaried Exempt  
**LOCATION:** MEHOP, Bay City, TX  
**REPORTS TO:** CEO

### **JOB SUMMARY:**

MEHOP's Case Manager provides case management, referral services with follow-up, and counseling. Position is the coordinator of all social services programs and outreach information.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Leads and manages a team of Community Health Workers who promote social services, complete referrals, assists in prescription drug assistance, manages collaborations, promotes outreach and educate patients.
- Promotes and participates in care team.
- Intervenes in crisis situations as necessary.
- Provides case management and makes referrals to patients needing services not offered internally.
- Assists patients and staff with patient referrals and follow-up.
- Assists with removal of barriers to health care.
- Works in close collaboration with physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying patient's health problem.
- Network with other agencies and utilizes community resources to assist patient needs.
- Provide community outreach, networking, and liaison with community programs as needed.
- Educates patients regarding community resources and assists with application processes.
- Maintains patient privacy in compliance with HIPAA federal guidelines and MEHOP policies.
- Helps in other areas assisting the physicians, when needed, in continuing the flow of the patients.
- Be available to work extra hours as needed to complete grants, and be prepared to help with any typing etc. that needs to be completed on outgoing grants.
- Completes chart reviews and chart audits as needed to meet requirements of Federal Malpractice Insurance and UDS measures.
- Promotes and participates in Care Team.
- Conducts patient visits in office and in home to the limits of certification

### **JOB REQUIREMENTS AND EDUCATION:**

- Licensed Clinical Social Worker
- Excellent verbal/written communication skills.
- Community and professional leadership and networking skills.
- Self-starter, team player, and has the ability to handle different and difficult situations calmly.
- Knowledgeable of Microsoft Windows.
- Bilingual preferred but not required.

**BENEFITS:** Health and life insurance, paid holidays, sick days.

**SALARY:** Commensurate with experience.