



Position: LVN Care Coordinator
Program: Case Management
Department: Health Services
Reports to: Supervisor of Nurse Case Management Services
Salary: \$27.72 per hour
Status: 100%, Regular, Full-Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the supervision of the Supervisor of Nurse Care Management Services, the LVN Care Coordinator will collaborate with other healthcare providers in implementing/supporting care plans, support clinic flow, coordinate patient care, promote continuity of care, and facilitate appropriate delivery of health services. Services will be provided to support quality patient care in compliance with local, state and federal regulations and accreditation standards. This will include, but not be limited to referral process, authorization process, billing, and contracts.

ESSENTIAL FUNCTIONS:

- 1) Serves as part of a multidisciplinary care team to provide a range of patient care services;
- 2) Facilitate patient access to healthcare;
- 3) Follow guidelines to verify patient eligibility for referral authorization, e.g., Medi-Cal/Medi-Care status;
- 4) Coordinate referrals, as needed, per clinic protocol to all specialty consultants and ancillary health care services;
- 5) Reduce gaps and services by promoting continuity of care and follow-up of patients;
- 6) Serve as a liaison between Health Services and specialist consultants; and work in partnership to provide consistent, quality care to patients;
- 7) Maintains clear and concise communication, including case presentations, written progress notes, medication lists, summaries, and reports;
- 8) Coordinates services of outside agencies such as home health, hospital admissions, and hospice care;
- 9) Monitor and track specialist appointments for continuity of care, and reconcile funding/billing/reporting requirements;
- 10) Assist with health care education for patient, partner, and family members; reinforce health promotion and prevention, and provide pre-printed and approved educational materials;
- 11) Increase the access and utilization of medical services by eliminating barriers and promoting early and on-going intervention and adherence;
- 12) Provide skilled nursing care for patients including but not limited to administering medication, treatments, vital signs, and screening procedures as ordered within the scope of practice of the license;
- 13) Provides education, counseling, referrals, and case management for the patients receiving care in all Health Programs;
- 14) Prepares the EMR prior to visits, and assures that all consults are available for review by clinicians;
- 15) Comply with requirements of OSHA, HIPAA, and other applicable regulations;
- 16) Other duties as assigned;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

**E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Current California LVN licensure required;
- 4) Bilingual (English/Spanish) skills, a plus;
- 5) Current AHA CPR certification required;
- 6) Case Management Certification, a plus;
- 7) Intravenous certification, a plus;
- 8) Excellent verbal and written communication skills;
- 9) Excellent computer skills and knowledge including word processing, database operations, and other software systems;
- 10) Basic knowledge of infectious diseases, e.g., HIV/AIDS, STI's, and state/ federal reporting requirements;
- 11) Three years' experience working in outpatient health care setting;
- 12) Basic knowledge of care coordination and navigation throughout the managed care process i.e., prior authorization, specialty care coordination, patient assistance program;
- 13) Ability to be self-motivated and dedicated to initiating and completing complex tasks;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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