



## **Care Coordinator Assistant (*Temporary Position*) (Access to Care Program, Suffolk County, NY)**

The part-time Care Coordination Assistant (CCA) provides outreach and engagement efforts to engage and retain consumers in care. The CCA will provide outreach and engagement activities for members referred by the Health Home, network partners (i.e., Managed Care Organizations (MCOs), community provider(s) or other sources. The CCA participates in community presentations and events to promote interest and linkages to Options services. The CCA identifies, screens, and enrolls eligible clients to ensure access to Options Care Coordination program.

### **Qualifications and Requirements**

- Two years of providing direct services to medically underserved populations.
- An Associate's degree or LPN license can substitute one year of qualifying experience OR a Bachelor's degree can substitute for two years of qualifying experience.
- Bilingual preferred (English/Spanish speaking).
- A valid driver's license and safe driving record are required.
- Must maintain valid First Aid/CPR and Narcan certifications.

\*QUALIFYING EXPERIENCE: verifiable case work with persons with HIV, AIDS, mental illness, homelessness, chemical dependence, chronic illnesses, or other populations of persons in need. Experience conducting outreach is preferred.

### **Work Schedule:**

17.5 – 20 hrs./week

### **Benefits**

Part-time Employees are eligible for:

- Vacation Leave
- Sick Leave
- 403(b) retirement plan with employer match

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