# Case Manager ll– Position Description

## Position Purpose

Coordinate activities of a multi-disciplinary team involved in managing patient care including utilization management, physicians, social workers and discharge planners.

## Duties and Responsibilities

 • Monitor patient care from pre-admission through discharge to ensure patient progress towards desired outcomes.

 • Collaborate daily with physicians and clinical staff to maximize quality care.

 • Assist physicians with patient assessments.

 • Communicate plan of care to patients including responding to telephone messages and facilitating medication refills under the physician's direction.

 • Coordinate patient discharge plan, follow-up and ongoing clinical management post discharge.

 • Complete program evaluation summaries.

 • Facilitate staff meetings and advisory committee meetings.

 • Assist with the fiscal management of annual budgets.

 • Provide outreach/education services to other professionals as appropriate

## Knowledge, Skills and Abilities

Knowledge of biology, clinical judgment, medicine, cultural awareness, and consulting.

Medical documentation, interpersonal, practice-based learning and improvement, empathy, and decision-making skills.

## Position Requirements

Education: Bachelor’s degree

Experience: 3 years

FLSA: Exempt