****  **JOB DESCRIPTION Primary Care Advanced Care Manager**

**REPORTS TO:**  Director of Primary Care Behavioral Health

**EDUCATION & EXPERIENCE:** Master’s degree in social work, public health or administration, or any related field, or bachelor’s degree with commensurate experience in these fields

**SKILLS:**

* Basic understanding of chronic care management and primary care systems
* Ability to navigate health care systems
* General knowledge of chronic health care conditions and needs
* Ability to communicate across disciplines
* Familiarity with coordinating support services for patients
* Excellent written & verbal communications
* Bilingual (English/Spanish) ability is preferred and reflected in compensation

**PRIMARY DUTIES:**

* Implement and support care management for patients with medical and behavioral disorders.
* Coordinate with primary care teams, and collaborate with community partners to address unmet needs for at-risk patients.
* Provide problem-solving assistance and decision-support to primary care teams implementing care management.
* Perform advanced care management tasks including pre-visit planning, providing patient education, monitoring registries and supporting patient self-management
* Provide care coordination services to address short- and long-term medical and behavioral health treatment goals
* Communicate with physician and care team members about relevant patient needs or changes

**OTHER DUTIES:**

* Other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

* Visual and auditory accuracy
* Shift length - 8 hours
* Indoor setting
* Frequent use of computer
* Long periods of sitting
* Frequent use of telephone
* Continuous repetitive grasping and manipulation of both hands
* Continuous conversational communication
* Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
* Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
* Occasionally working in confined, noisy, dusty areas
* Periodic use of personal transportation
* Understand/carry out simple/detailed, oral/written instructions with retention
* Read and interpret detailed specifications

TO APPLY: Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.

**REVIEWED WITH EMPLOYEE:**

Employee Supervisor

Date

3/15/2022