



Madison County Vacancy Announcement

Community Care Coordinator Health Department

Position Summary:

The Community Care Coordinator will work to coordinate services centered around substance misuse for clients in need. Support services will be provided based on client screening outcomes which are required to determine the eligibility of the client for the program. The Community Care Coordinator will assist clients by providing resources, advising the client of processes, and encouraging follow-through with proposed resolutions. Additional time will be spent locating community support services/systems as well as connecting clients with medical services. Housing, transportation, and employment-related support services will also be provided. All interactions will be recorded and reported within a documentation system. In addition, the Community Care Coordinator will document and track individual level navigation activities and outcomes including encounters, contact attempts, and preparation of person-centered action plans.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled.

Submit an NC State Application (PD 107) with a cover letter to Madison County Human Resources.

To obtain an application, visit

<https://www.madisoncountync.gov/employment-opportunities.html>

Applications will be accepted at: The Madison County HR Office, 107 Elizabeth Lane, Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Applications may also be submitted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Locating community support services and medical services
- Coordinate community services and resources centered around substance misuse
- Document and track individual level navigation activities and outcomes
- Provide updates to the Internal Review Group
- Develop and maintain good working relationships with community partners

Education:

Bachelor's degree in healthcare-related fields such as social work, human services, or public health *preferred*, or an associate degree with four years' experience.

Knowledge, Skills, and Abilities:

- Experience working with individuals experiencing substance misuse
- Knowledge of current treatment and recovery support resources are strongly *preferred*

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to physically perform the basic life operational functions reaching, standing, walking, lifting, fingering, talking, hearing, and repetitive motions
- Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects
- Must possess the visual acuity to prepare and analyze data, examine and work with excel sheets, charts, and detailed materials, operate a computer, and to read extensively

Requirements:

- Must be able to work occasional early morning, evening and/or weekend hours
- Must be comfortable working with an economic and culturally diverse population
- Must be comfortable collaborating with various types of agencies
- Must be willing to participate in occasional public speaking events and presentations
- Must be comfortable with occasional travel within and outside of Madison County
- Must be comfortable transporting clients in a County owned vehicle
- Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check
 - This position is subject to health and safety sensitive drug screens
- Must possess a valid North Carolina Driver's License with a clean driving record

Salary:

This is a grant funded position paying \$18-\$21/hour

This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.