



EMPLOYMENT OPPORTUNITY

MEMBER CARE PLANNING SPECIALIST

Title:	Member Care Planning Specialist
Starting Wage:	\$73,788.00 - \$100,000.00 dependent on experience
Reports to:	CalAIM Director
Location:	Throughout state of California
FLSA Status:	Exempt
Position Status:	Regular, Full Time
Effective Date:	February 2025

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

POSITION SUMMARY

Under the direct supervision of the CalAIM Director the Member Care Planning Specialist will create educational and management focused care plans for community members referred to Visión y Compromiso through Medi-Cal, Medicaid, and Medi-Care health providers. The Member Care Planning Specialist will lead a team of Community Health Workers (CHWs) to effectively respond to and provide resources in accordance with the developed care plans. This position will be responsible for the oversight, record keeping and periodic review of said care plans as well as the team of CHWs.

This position requires a Registered Nurse (RN) License and National Provider Number (NPI) for consideration.

HOW TO APPLY

Applications will be open January 22, 2025, until the position has been filled. Please submit resumes and questions to Carol Malo at (carol@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Must ensure that the community member, either internal or external referral, meets eligibility criteria before recommending CHW benefit services.
- Reviews all intake forms, referral forms, medical history & goals of beneficiary to ensure that best practices are implemented. Submits Care Plan to the CalAIM Director for approval.
- Oversee clinical health screenings as needed for care plans.
- Ensures that services are provided in compliance with all applicable requirements.
- Evaluates the beneficiary's care plan at least every six months from the effective date of the initial care plan.
- Collaborates with CHW to create care plan for more beneficiaries as needed.
- Direct oversight includes, but is not limited to, guiding CHWs in providing services, meeting regularly for case coaching & training. Reviews CHW's cases, approves goals and makes sure CHW reports are complete. Assigns important trainings to CHW staff.
- Collaborates with training department to assign appropriate screenings & assessments to program topics.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

CORE COMPETENCIES

- Demonstrated ability to think broadly to plan and problem solve strategically while considering the nuances of the work.
- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotores/as model or other community leadership models and its role in creating health equity, nationally and internationally.
- Be a Promotora Champion.
- Ability to oversee clinical screenings.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.
- Demonstrated leadership, coaching, and mentoring skills.
- Demonstrated ability to effectively develop and execute patient care plans.
- Knowledge of California Medicaid (Medi-Cal), Medicare and Managed Care programs.
- Understanding of Medi-Cal/Medicaid/Medicare benefits including but not limited to: Enhanced Care Management (ECM), Community Supports (CS) and the Community Health Worker/Promotora/e/Community Health Representative (CHWPR) Benefit.
- Understanding of community-based case management.

SUPERVISORY RESPONSIBILITIES

This position directly supervises Lead Promotoras/es and Community Health Workers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Associate degree in nursing (ADN) from an accredited institution. Or a Bachelor's Degree (B.S.) from an accredited four-year institution, preferably in Public Health, Nursing, Behavioral Health, Sociology, or a related field or commensurate experience.

EXPERIENCE

- A minimum of five (5) years' experience working with monolingual and/or bilingual Latino communities specifically on topics related to social services.
- A minimum of five (5) years of care plan management experience, specifically projects related to health care access in underserved communities.
- A minimum of three (3) years of supervisory experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid Driver's License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

Licensed Registered Nurse (RN)

National Provider Identification Number (NPI)

LANGUAGE SKILLS

Ability to speak effectively to grantees, members of the general public, or employees of organization. The ability to read, analyze and interpret general reports, procedures, or regulations. Ability to complete reports and write business correspondence. Ability to effectively present information and respond to questions from individuals, groups, and the general

public in English. Ability to translate written documents and spoken conversations. Because of the population served, the ability to read, write and speak in English and Spanish is highly required.

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers. Proficiency in Google suite.

TRAVEL REQUIREMENTS

Ability to travel up to 25% of the time throughout the state of California.

PREFERRED SKILLS AND QUALIFICATIONS

- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks and contribute to a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials, and the public.
- Experience and proven track record in effective project management.
- Excellent interpersonal communication.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Flexibility to work both independently and as a team.
- Bi-lingual English/Spanish required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear and use hands and fingers up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in these various work environments is typically quiet to moderate.

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