

Job Title	<p>Title: Project Coordinator Function: Social Work Services Coordinator</p>
Employer/ Agency	<p>Patient Care Intervention Center (PCIC) – contracted through Baylor College of Medicine</p>
Job Description	<p>Job summary: Patient Care Intervention Center (PCIC) is looking for a full-time Project Coordinator. Will coordinate the day to day operation of the intervention team. This position is 75% field based, encompasses managing a small team of care coordinators working with complex clients. The program’s goal is to reduce client usage of emergency room services, and shift towards primary care models.</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Manage intervention team day-to-day and prioritize work according to staffing and client needs. • Identify and enroll clients, visit in their community, home, clinics and elsewhere. Conduct psychosocial assessments. • Develop care coordination plans, monitor and evaluate client’s progress, and modify care plans accordingly. • Collaborate and communicate effectively with other team(s) members, including nurse practitioner, technology, and leadership teams. • Participate in daily huddles, staff meetings and collaborative meetings with PCIC partners. • Complete and maintain accuracy of all required documentation in a timely manner, and in accordance with regulations and office standards. • Integrate and supervise PCIC interns (SW, medical students, etc.)
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • LCSW, LMSW, or BSN, with a minimum of 2 years’ experience working in case management. • Ability to work effectively with complex clients having mental and/or physical health diagnoses. • Intermediate knowledge of medical and psychological disorders. • Excellent knowledge of community resources in Houston and ability to forge and nurture new connections to broaden support for clients. • Good technology computer skills (i.e.: Word, Excel, Project Management, Medical Records). • Excellent verbal and written communication skills.

	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to deal with very challenging patients. • Excellent organizational skills. • Ability to drive throughout Houston and immediate surroundings. • Supervisory experience preferred.
Salary/Hours	TBD (commensurate with experience)
Employer/Agency	Patient Care Intervention Center (PCIC) – contracted through Baylor College of Medicine
Address	3701 Kirby Drive, suite 600
City, State, Zip	Houston, TX 77098
Contact Person	David Buck, MD MPH
Contact Title	President
Telephone Number	713-798-8610
Fax Number	N/A
Email Address	pcichr@pcictx.org
Application Method	Email Letter of Interest and Resume
Opening Date	2/21/17

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