

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

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

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