



Macon County Health Department

Job Opening

Job Title:	HealthWorks Illinois Lead Agency Case Manager
Division:	Clinical Nursing Services
Minimum Qualifications:	<p>Minimum of a Bachelor's Degree in public health, health, nursing, social work, child development, early childhood, or related fields, with one (1) year of experience in a public health or family-centered environment. Must possess good verbal and listening skills, public speaking skills, ability to manage budgets, computer skills, and knowledge of the community partners. Must have the ability to establish and maintain satisfactory working relationships with foster families, Department of Children and Family Services (DCFS) staff, Point of Service Staff, physicians, medical providers, community agencies, and the general public. Must have the ability to work with diverse community groups.</p> <p>Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather conditions and be able to adapt in a positive manner to living conditions. Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.</p>
Summary of Job Duties:	<p>Helps develop a network of qualified providers capable of delivering defined healthcare to youth in care in compliance with accepted medical standards and practices, including the Consent Decree and Early Periodic Screening Diagnosis Treatment (EPSDT) Exams. Assists to maintain working relationships with primary care providers and updates providers on changes and requirements. Assists to serve as focal point for initial referrals to network providers and specialty healthcare provider referrals by network participants, caretakers, and medical case management agencies. Provides DCFS youth in care and their caregivers with an adequate network of Primary Care Providers and Handbook which describes all aspects of the network including provider names, site addresses, telephone numbers, and services offered. Assists to improve Healthworks Program by providing in-service training and updates to network providers, caregivers, Healthworks Medical Case Managers, and DCFS staff in a timely manner. Aids to provide interim medical case management services to all new youth in care in DCFS care. Document all information in Statewide Automated Child Welfare Information System (SACWIS) and distribute Accredited Case Review (ACR) packets. Transfer cases under six years of age to all medical case management by county to meet required deadlines. For children over age six, establish and maintain Primary Care Provider (PCP) in SACWIS. Helps the Coordinator to establish and maintain an ombudsman service for providers, caregivers, and Healthworks Medical Case Managers to identify and resolve complaints, concerns, and healthcare access problems. Attends workshops, conference trainings, and conference calls pertaining to the Healthworks program.</p>
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org</p>

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.