



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Integrated Care Manager DATE OPENED: January 29, 2019

DEPARTMENT: FCHC / Health Department CLOSING DATE: February 12, 2019

If you have any questions about this position vacancy, call: (406) 751 - 8108.

NUMBER OF POSITIONS OPEN: 2

BARGAINING UNIT: MPEA - Health

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 19.58 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 20.56 per Hour

2 YEAR STEP: \$ 20.89 per Hour

3 YEAR STEP: \$ 21.22 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Occasional evenings and/or weekend days may be required for outreach activities.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Integrated Care Manager	<b>Job Code:</b>	13390
<b>Department:</b>	Health Department	<b>Pay Grade:</b>	Health 6
<b>Reports to:</b>	Health Center Clinic Manager	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

**Job Summary:** Under the general supervision of the Clinic Manager, this position provides integrated care management for the Flathead Community Health Center (FCHC) and works closely with Flathead Community Health Center medical and behavioral health care teams, hospital case managers or social workers, other care managers (e.g. home health, public health, mental health) and medical and behavioral health providers in the community.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Collaborate with the RN Case Manager to tailor a holistic treatment/action plan for each patient in consultation with patient's primary care and behavioral health providers.
- Communicate with patients as indicated—in person, telephonically, or other means suited to the individual.
- Advocate for patient needs with medical, behavioral health providers and other social service providers.
- Provide group appointments for education and prevention when appropriate.

- Monitor and support patients in obtaining routine testing.
- Support patients in mitigating barriers with social determinants of health.
- Be familiar with and refer patients to available local resources that can help patients with social services, housing, and other life problems that prevent patients from achieving optimal health.
- Track patient data—enrollment status, housing and other social risks, interventions, and outcomes and report per grant and program requirements.
- Participate in Quality Improvement, Quality Assurance and Risk Management activities.
- Conduct outreach and education activities as directed.

**Non-Essential Functions:**

Incumbents may be requested to perform functions relevant to the position but not listed above.

**Physical Demands and Working Conditions:**

The work requires physical exertion such as bending, walking and lifting boxes of files (up to 40 lbs.). The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation. This position requires a valid Montana driver's license and a clean driving record.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

- Knowledge of health coaching, care management and case management coordination.
- Familiarity with primary care and behavioral health providers and referrals.
- Knowledge of medical terminology.
- Knowledge of effective communication techniques, including motivational interviewing.
- Knowledge of the operation of personal computers with word processing, spreadsheet, or database applications.
- Experience with medical care management.
- Skills communicating effectively in writing and verbally.
- Ability to maintain a high level of client confidentiality.
- Understanding of the ethical and legal requirements of the profession.
- Knowledge of community resources and the ability to design, implement and evaluate community outreach and educational programs.
- Ability to establish and maintain effective working relationships with those contacted during the course of work; including co-workers, supervisors, other professionals and the public.

**Education and Experience:**

- Requires a bachelor's of arts, or science or a degree in an applicable field of study plus one year of experience in providing community health outreach, education or program development; or any combination of training and experience that indicates possession of the knowledge, skills, and abilities listed.