



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Care Coordinator	00193061
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Care Management Entity (LM CME) Whitfield, Murray, and North Gordon Counties	
GENERAL NATURE OF JOB DUTIES	
<p>This a temporary, six month appointment. Under general to limited supervision, performs care coordination for SED children and youth in local school system, DFCS, DJJ, Juvenile court and family's homes. Facilitate child and family team meetings for LM CME youth in the areas assigned, and develops action plans for new youth enrolled in LM CME. Must make face to face and collateral contact with assigned families and teams a total of 3.5 hours per week per each youth assigned and ensure that all authorizations for services are completed within expected timeframes to ensure proper billing. Primary work schedule Monday-Friday, 9-5:30, but flexibility of schedule required. Possibility of evening and weekend work. Travel required.</p>	
MINIMUM QUALIFICATIONS	
<p>Bachelor's degree in a related field and two years of experience in social service delivery. Self-starter, ability to manage a schedule and work remotely, detail oriented, good with paperwork and deadlines, ability to engage families.</p> <p>Preferred: Facilitation background, Bi-Lingual, and the ability to manage a schedule/complete authorizations and work remotely.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**