



Position Description

Job title: Medical Case Manager-Foster Care

Date revised: August 1, 2008

Reports to: Program Manager, Foster Care Program

Classification: Non-Exempt

The primary responsibilities of this position are:

- Serve as medical case manager for children entering the Baltimore City Foster Care system
- Collaborate with current health suite staff to schedule initial health screenings, comprehensive screenings, dental and mental health screenings
- Work closely with foster care families with navigating the *HealthChoice* system and establishing a medical home for foster care child(ren)
- Coordinate care for children needing specialty care or follow up medical care
- Compile existing medical records for medical home
- Documents case management assessments, activity, treatment plans and resolutions
- Participates in staff, community, professional and inter-agency meetings and conferences.
- Other job duties as assigned

Minimum Qualifications

- A Bachelor's degree in nursing from an accredited college/university or AA, RN, CCM
- Current licensure as a Registered Nurse in the State of Maryland.
- A minimum of one year related experience
- Relevant clinical experience providing services to families and children, preferably in a public health/community setting.
- Good planning and organizational skills
- Well developed interpersonal & communication skills
- Professional appearance and demeanor
- Computer literate specifically MS Word, Excel, Access, and Outlook.