



CHILD HEALTH CARE COORDINATOR

If you are interested in applying, please submit your cover letter and resume to bsylvain@cnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Associates degree from an accredited college, university, or technical school

General Purpose of Job (Full job description provided upon interview)

This is supervised work in the Children's Network of HC's Revenue Maximization Unit and is responsible for coordinating the enrolment process for children to receive behavioral and medical health services through the Medicaid Managed Care Plan in a timely manner. These responsibilities require the employee to communicate and liaison with case managers, clients, and the Nurse Care Coordinators to support and assist the client in enrolment Medicaid coverage and receive appropriate services. The Child Health Care Coordinator must be able to acquire skills to use the FSFN (Florida Safe Family Network), FLORIDA, FMMIS system and gain familiarity of Chapter 39 of the Florida Statutes.

Certificates, License, Registrations, backgrounds, drug screens, Etc.

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ Children's Network participates in E-Verify
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying