

**POSITION: CARE LINK COMMUNITY LIAISON**

**POSITION SUMMARY**

Under the supervision of the CareLink Director, the bilingual Community Liaison works with CareLink clients and care coordinator to identify, connect, and engage with appropriate and needed community services, resources, and providers, to ensure that all aspects of the Care Plan are addressed appropriately. The Community Liaison will also be the person responsible for maintaining positive relationships between HMS CareLink and community resources of all kinds.

**POSITION RESPONSIBILITIES**

1. Develops and maintains a community resource directory appropriate for CareLink clients.
2. Develops and maintains positive relationships with organizations, groups, and others providing the resources useful to CareLink clients.
3. Works with Care Coordinators and CareLink clients to identify, connect and engage with appropriate and needed community resources, services, and providers.
4. Tracks and reports to the CareLink Director participation and outcomes of connections to community resources.
5. Actively participates in Quality Improvement programs based on the mapping and development of relationships with resource providers.
6. Understands and maintains HIPAA and 42CFR Part 2 confidentiality standards relative to Hidalgo Medical Services and the CareLink program.
7. Exhibits professional and caring manner with community resources, clients, and families.
8. The delivery of quality services and positive interaction with all our customers, internal and external, is critical to the completion of all the tasks within this job description, and thus the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures and the guidelines and code of ethics of any appropriate professional association.
9. Performs and/or coordinates other special assignments and tasks, as required by the CareLink Director.

**MINIMUM QUALIFICATIONS**

Fluency in English and Spanish, both written and oral  
Associates degree or higher in a human services field  
Experience with development and delivery of health promotion initiatives  
Excellent communication skills  
Experience working with the eligible population of potential clients.

**TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or  
Dropped off or mailed:  
301 W. College Street, Suite 18, Silver City, NM 88061  
or  
530 De Moss Street, Lordsburg, NM 88045