

Position: 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

High School Diploma or Equivalent
Fluency in English and Spanish, both written and oral
Experience with resources in the local community
Experience working with the eligible population of potential clients.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or Dropped off or mailed:

1105 N. Pope St. Ste. C, Silver City, NM 88061

Or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788