



Care Management Coordinator

Position Title: Care Management Coordinator

Position Type: Full Time

Location: Hybrid; Huntington Beach, CA

Reports To: Director of SNP Programs

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

Job Summary

The Care Management Coordinator assists the Director of SNP Programs and department staff with coordinating, planning, tracking, managing, and ensuring timely implementation of all projects that flow through the SNP Program department.

Functions & Job Responsibilities

- Pulling data from data repository and creating tables or graphs as needed, updating existing reports with data, ensure that reports and data are consistent, submit data requests when additional data is needed, create, and maintain.
- Develop and send out reminders when regulatory reports are due and by whom
- Assist the SNP Program with maintenance of documents, policies and procedures, reports, and files to ensure they are updated in a timely manner
- Develop workflows as requested
- Organize, monitor, and tag regulatory submission documents
- Perform functions according to established policies and procedures, regulatory requirements, and applicable professional standards
- Provide customers, internal and external, with professional service and demonstrates core and leadership behaviors
- Collaborate with other departments as needed
- Additional duties, as assigned

Education & Experience

- Associate degree or diploma in administrative assistant
- 2+ years of experience equivalent to the position requirements
- Managed care experience



Knowledge/Skills/Abilities

- Requires the ability to prioritize, meet deadlines, work independently, and anticipate needs to make decisions
- Strong organizational skills including the ability to multitask and problem solving
- Excellent communication skills
- Analytical and critical thinking skills are required
- Exhibit initiative and ability to assume responsibility and maintain confidentiality
- Expert proficiency with Microsoft Office
- Requires the ability to prioritize, work independently and anticipate needs to make decisions
- Make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround)

Physical & Working Environment

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.