

Job Description

Job Title: Medical Screening Case Manager
Department: Refugee Services
Reports to: Refugee Health Services Manager
Position: Full Time (37.5 hours/week)

Purpose/Scope of Responsibility

1. Provide a comprehensive medical screening to newly arrived refugees to ensure communicable diseases of public health importance and other health issues are recognized and treated. Ensure administration of immunizations as necessary and make referrals to local health care providers for follow-up. Ensure medical screenings are initiated within 30 days and completed no more than 90 days after the refugee's U.S. arrival. Ensure a domestic health screening form is completed, and all medical screening data is entered into the Michigan Disease Surveillance System (MDSS). Facilitate close collaboration and partnerships with the local refugee resettlement agencies to ensure a smooth referral process.

Essential Duties and Responsibilities

- Establish weekly electronic and/or verbal means of communication with the refugee resettlement agencies with established procedures for:
 - Receiving referral of eligible clients for medical screening services.
 - Scheduling medical screening appointments.
 - Providing information and education to resettlement staff and newly arrived refugees about medical screening.
- Ensure a referral process to include coordination for provision of follow-up services needed as a result of the clients' medical screening.
- Meet quarterly with the refugee resettlement agencies to share information and to review anticipated arrivals and the adequacy of the medical screening process and health plan enrollment.
- Assure that referrals of newly arrived refugees who have a Class A or B medical condition identified during the overseas medical exam and reported on the U.S. Department of State Medical Examination for Immigrant or Refugee form DS-2053 are given priority for medical screening appointments.
- Provide or arrange for language-appropriate and culturally relevant services to each client. Provide certified adult interpreters for the purpose of assisting in communication between clients who are limited in the English language and the licensed medical personnel who are doing the medical screening and follow-up services.
- Create a Refugee Health Assessment case in the MDSS for each client served. Enter demographics and all medical screening results from the domestic medical screen into

the system. Data shall only include tests/assessments done during the domestic medical screening.

- Utilize the EDN system to review all overseas medical exam records prior to the refugee medical screening.
- Maintain case files per program and JFS guidelines.
- Ensure any service provided to fulfill *Service 2 – Refugee Medical Screening* is completed and billed to Medicaid. If a client is ineligible for Medicaid, the grantee shall bill the OGM at the current *Medicare* rate for those services provided in accordance with the required medical screening protocol.
- Ensures that all reports (monthly, quarterly, annual) are completed and submitted in a timely manner.
- Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports for all assigned clients in all data management systems (Computerized case notes, Apricot and Unicentric documentation, etc.).
- Involved in creating various agency publications, including brochures, newsletters and other.
- Maintains professional and technical knowledge by attending agency in-service programs, educational workshops, state and national trainings and conferences, reviewing professional publications and establishing personal networks.
- Connect clients to external and internal resources to meet individual needs.

Other Duties and Responsibilities

- Meets client's needs by participating in the planning for necessary services in the agency.
- Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
- Establishes the agency as a credible service provider by presenting information at community events and workshops.
- Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
- Contributes to effective use of agency resources by identifying and implementing options for cost containment.
- Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
- Demonstrates effective judgments by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
- Maintains safe and clean working environment by complying with health and safety guidelines.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Masters in social work or related field, and/or equivalent experience
2. Knowledge of refugee populations and/or community service experience is advantageous
3. Computer competency
4. Excellent written and oral communication skills
5. Excellent data management and organizational skills