https://vitabluehomecare.com/job/care-coordinator/

Care Coordinator

Hiring organization
Vita Blue Home Care

Date posted
July 8, 2025

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Description

The Care Coordinator acts as a vital link between patients, caregivers, healthcare providers, and internal teams to ensure seamless coordination and delivery of home care services. Key responsibilities include representing Vita Blue Home Care at events to engage and educate the community about our services and benefits, scheduling patient assessments, and gathering necessary clinical and demographic information. The Liaison monitors patient alerts such as hospitalizations or vacations, manages prior authorizations and insurance verifications, and matches clients with the most suitable caregivers to deliver personalized care.

Responsibilities

Additional duties involve scheduling and tracking caregiver shifts, addressing grievances, maintaining accurate documentation and communication notes, ensuring compliance with Department of Health regulations, and entering care plans into the HHAeXchange system. The role requires regular communication with physician offices, Managed Care Organizations (MCOs), and internal departments to verify eligibility, benefits, and authorizations.

Qualifications

- High school diploma or equivalent required.
- Experience in customer relationship management and home care scheduling essential.
- Proficiency with HHAeXchange software and Microsoft Office applications.
- Strong organizational skills with the ability to prioritize and manage conflicting tasks.
- Excellent verbal and written communication skills, including professional email correspondence.

Job Benefits

Health & Support

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Employee Assistance Program (EAP)

Pay & Financial Flexibility

- Weekly Pay
- Same Day Pay through DailyPay
- Overtime Opportunities Available

Tools That Make Work Easier

- Easy clock-in and clock-out with HHAeXchange
- Simple scheduling and mobile access
- Reduced paperwork so you can focus on care

Additional Perks

- Employee Discounts through ADP
- Paid Training Opportunities
- Opportunities for Growth