



## **Care Coordinator**

F5 Project is hiring a **full-time** Care Coordinator in Grand Forks, ND to provide a source of connection and support for individuals in our programs. Care Coordinators are trained to assist the participants with their person-centered goals, while creatively problem-solving. If you are an individual who has a passion to care for the needs of participants who are justice-impacted, or those with mental health and addiction needs - we are looking for you!

### **Overview of Responsibilities**

- Serve as the contact point, advocate, and informational resource for care team, family/caregiver(s), probation/parole office, and community resources for individuals enrolled in Free Through Recovery, Community Connect and Medicaid 1915i Services
- Assess participant's unmet health and social needs and develop a care plan with ongoing action plan, as appropriate
- Assists individuals in articulating goals for recovery, helping monitor progress in treatment, modeling effective coping techniques and self-help strategies, and advocating for the individual to secure needed services.
- Educate participant about relevant community resources
- Complete all Care Coordinator trainings and attend all Care Coordination related meetings
- Always maintain participant confidentiality, following HIPAA guidelines and regulations
- Stay organized with the ability to keep accurate notes and records
- Identify areas and provide feedback for the improvement of the FTR programs
- Proactive in continuing self-education on providing quality care
- Other duties as assigned

### **Skills and Requirements**

- Applicants must have either a bachelor's degree from an accredited college or university and one year of supervised experience working with special populations OR Three years of supervised experience working with special populations
- Excellent communication skills
- Strong organizational skills and attention to detail
- Professional demeanor in all aspects of employment
- A self-starter with the ability to work independently, as well as in a team

### **Benefits and Culture**

- Flexible Time Off
- Competitive Health, Dental, and Vision Care
- Company-paid Life Insurance
- 7 Paid Holidays
- Access to Voluntary Benefits (Accident, Cancer, Short & Long-term Disability)



**Pay:** Annual salary of \$43,000-\$46,000 depending on experience

**To Apply:** Please send both a cover letter and resume to Matt Quinn [matt@f5project.org](mailto:matt@f5project.org)

**About F5 Project**

Founded by a former inmate in 2016, F5 Project aims to disrupt the cycle of crime, addiction, and isolation by coming alongside individuals when they need it most. Through our services, F5 Project supports those struggling with incarceration, mental health and addiction to obtain employment, housing, health care and other basic needs. Our approach empowers those to achieve their goals by fostering hope, restoring purpose, and building strong communities. Learn more at [www.f5project.org](http://www.f5project.org).