



## ***Life Care Planner***

### ***Job Description***

As a member of The Coordinating Center's Medical Legal division, the Life Care Planner provides a variety of litigation support services. The Life Care Planner may be a primary or collaborative author for life care plans. The Life Care Planner may, in the absence of the program coordinator, act as liaison and contact for attorneys and law firms doing business with The Center.

The Life Care Planner is primarily responsible for providing expert testimony, life care plans and consultation in response to requests from various sources. The Life Care Planner also provides perspective on legal issues to co-workers at The Center as long as the issues are within the planner's scope of knowledge.

### **Essential Responsibilities**

- Provides life care plans and one time only assessments as well as review and critique of other's life care plans on behalf of individuals with complex health care needs or disability.
- Maintains client and recipient confidentiality internally and external to The Center
- Provides expert testimony at deposition and in court when required.
- Participates with program coordinator in development of policies and procedures.
- Complies with documentation and procedures relative to the billing process for medical legal services.
- In conjunction with program coordinator identifies new options, expansion of service area and enhancement of current services.

### **Qualifications**

- Expertise in health care field
- Effective writing skills
- Ability to verbally present complex information in a simple, a straightforward manner.
- Ability to provide strong customer relations
- Knowledge and understanding of care requirements for individuals with complex health care needs and disability

- Working knowledge of rehabilitation services, trends, and goals of intervention including rehabilitation medical equipment, technologies as well as current pharmacological therapies for individuals with complex health care needs.
- Commitment to person centered, family centered, philosophical base
- Flexibility in a rapidly changing environment
- Commitment to value based service
- Minimum of two year's experience in life care planning or care management.
- BSN or other health care baccalaureate degree.
- Licensure or certification in primary discipline
- Certification in life care planning or legal nurse consultant or certified case manager.

*In addition to the above qualifications the successful incumbent is expected to consistently demonstrate:*

- Positive working attitude that supports the needs of the care management team
- Support of the mission and values of The Coordinating Center with a commitment to a person-centered, family-centered, culturally competent philosophical base.
- Commitment to continuous quality improvement working with co-workers in a team oriented collaborative governance model.
- Flexibility and the ability to adapt to the changing healthcare environment and legislation.