RE-POST
PREVIOUS APPLICANTS NEED NOT APPLY

NURSE CASE MANAGER- CHC
Part Time

Posting Number: #13-037

Annual Salary: $25.88/hour

Application Deadline: OPEN UNTIL FILLED

Required Documents: Resume, cover letter, copy of college transcripts, copy of Michigan Nurse License and application

General Summary:
Under the direct supervision of a Community Health Center Supervisor, will identify high-risk patients and provide ongoing clinical case management and targeted intervention services within the Community Health Center Network. The Nurse Case Manager will develop and carry out case management protocols and procedures to ensure compliance with the Patient-Centered Medical Home designation. The Nurse Case Manager will assist staff in identifying at risk and non-compliant patients and will conduct a variety of prevention activities to decrease risk factors, perform and/or coordinate psychosocial risk assessments, facilitate and/or participate on multidisciplinary teams, and act as a liaison with internal departments and external agencies.

Essential Functions:

1. Works with health center staff and other key stakeholders to determine high-risk and non-compliant patients in need of case management services and works with the Medical Director and Community Health Center Network team to develop referral criteria.

2. Accepts referral of high-risk patients from medical team who meet the criteria for case management and will track referrals, services and outcomes. Will generate quarterly reports to the team and CHC Board of Directors.

3. Maintains a caseload as identified by the funding source, work plan or community indicators to provide ongoing clinical case management and targeted intervention services, including medication adherence.

4. Develops and implements case management protocols and procedures to ensure compliance with the Patient-Centered Medical Home designation, including development of self-management tools.

5. Conducts and coordinates a variety of prevention activities, both individual and group services aimed at decreasing risk factors while increasing compliance.

6. Performs and/or coordinates psychosocial risk assessments and coordinates with appropriate community resources and services.
7. Facilitates and/or participates on multidisciplinary teams.

8. Acts as a liaison with internal departments and external agencies.

9. Works with electronic health records including, but not limited to, accurately documenting tasks, and orders within the electronic medical record.

10. Identifies community resources which can provide appropriate assistance for high-risk patients. Assists in developing resources and guides.

11. May assist with medications and prescription refills for high-risk patients.

12. Timely completion of data entry and reports and meets grant deadlines.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Possession of a Bachelor’s Degree in Nursing Or an Associates Degree in Nursing and a Bachelor’s Degree in a health related field is required.

Experience: A minimum of two years of nursing experience in a community health, public health, or home care setting is required.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)
**Working Conditions:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

*ICEA PHN 3*
*January 2013*