UNITED CEREBRAL PALSY OF GEORGIA, INC.
POSITION DESCRIPTION

JOB TITLE: Nurse Case Manager (RN)
DIVISION: Medical Services/Administration
SUPERVISOR: Director of Nurse Case Management
FLSA STATUS: Exempt

JOB SUMMARY: The Nurse Case Management (RN) position coordinates medical services for a regional caseload of program participants by using nursing and case management processes. The goal is to ensure optimum quality and continuity of medical care. The individual in this position functions as a medical case manager for an assigned group of individuals, provides direct nursing service, provides staff training in medical services, oversees regional proxy caregiving processes, and acts as a regional pharmacy liaison.

EDUCATION OR TRAINING REQUIREMENT: Bachelor of Science in Nursing (BSN) preferred. A minimum of an Associate’s degree or diploma in Nursing from an accredited program is required in conjunction with a current licensure as a Registered Nurse (RN).

EXPERIENCE REQUIREMENT:
- Minimum 2 years experience of clinical nursing practice.
- Minimum 1 year experience in the field of developmental disabilities.
- Working knowledge of funding, licensing and accrediting body regulations and standards.

SKILLS REQUIREMENT:
- Functional ability to assess medical conditions and needs in order to develop personalized care plans.
- Strong communication skills to educate lay persons on medical conditions and following plans of care.
- Ability to build shared understanding of – and shared commitment to – common goals.
- Ability to function as a strong team member by demonstrating core characteristics of openness, trust, support, and respect.
- Monitoring/Assessing performance of self and other individuals to make improvements or take corrective action.
- Giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Communicating effectively verbally and in writing as appropriate for the needs of the audience.
- Knowledge of basic computer concepts and usage of computer systems and software (Windows OS, Microsoft Office, email, etc.).
- Ability to see the big picture of a system in its entirety, without diminishing the importance of details.
- Maintaining an attitude of flexibility in an environment of ongoing change.

SPECIAL LICENSES, REGISTRATION OR CERTIFICATION: RN License, First Aid, CPR, and Georgia Driver’s License.

SUPERVISORY RESPONSIBILITY: None

TRAVEL REQUIREMENT: While caseload management is routinely local, occasional in-state travel is required of this position for things like staff meetings, position vacancy coverage, and the provision of training to employees in outlying areas. Estimated required travel for this position is less than 15%.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains a working knowledge of funding, licensing and accrediting body regulations and standards related to medical services, and the internal documents that meet these requirements.
2. Maintains a working knowledge of UCP of Georgia policies and procedures related to medical services, and participates in regular policy/procedure development, review and revision.
3. Regularly reviews and provides necessary approvals for Health Risk Screening Tool (HRST) documents.
4. Monitors completion and results of Abnormal Involuntary Movement Scale (AIMS) testing for program participants.

5. Conducts nursing case management of a caseload of individuals who participate in UCPGA programs. Tasks include, but are not limited to: regular program participant observation, medication check-in, pharmacy communication, provision of medical care guidance, medical appointment attendance, ISP meeting participation, hospital admission/discharge team planning, program admission/discharge team planning, proxy caregiving oversight, documentation of services, and after hours on-call availability.

6. Acts as a comprehensive care coordinator for program participants by assessing individual medical needs and facilitating communication among other team members and clinicians providing care.

7. Performs comprehensive assessments of physical, emotional, psychosocial, and environmental needs of program participants, including outcome information.

8. Review results of laboratory tests and other diagnostic procedures and regularly report findings and recommendations to team members and other clinicians and medical professionals.

9. Provides direct nursing services as needed and assigned for individuals served by UCPGA in conjunction with other agency nurses.

10. Rotates weekend on-call duties with other agency nurses.

11. Participates in regular case staffing, program reviews, and other meetings as necessary and assigned.

12. Provides training for new employee orientation and other monthly training sessions related to medical services as needed.

13. Maintains objectivity in position in order to set appropriate limits while working with staff & program participants.

14. Develops and maintains positive and productive relationship with coworkers, community members, those individuals served, and their families.

15. Supports consumers in their personal growth and development, respecting cultural, ethnic, spiritual and individual differences.

16. Adheres to all agency policies and procedures.

17. Other duties as assigned.

SIGNATURE LINES:

Sign below to indicate that the above statements have been reviewed with the employee by their immediate supervisor.

Employee’s Signature ____________________________________________________________ Date _________

Supervisor’s Signature ____________________________________________________________ Date _________