

La Pine Community Health Center

Position Description

Position Title: Registered Nurse Case Manager
Date: November 2017
Department: Medical
Status: Exempt
Reports To: Director of Nursing

Position Summary: The Registered Nurse Case Manager provides care coordination, medical and disease education to patients utilizing the nursing process of assessment, planning, intervention, and evaluation. The Registered Nurse Case Manager serves as a liaison between the patient and provider to resolve care concerns as they arise and carries out tasks as directed by medical providers.

Duties and Responsibilities - Clinical:

- 1) Reviews patient history, medication list, diagnostics and outside records in order to implement an appropriate plan of care for the patient as defined by the provider.
- 2) Identifies individual care needs based on assessment outcomes.
- 3) Explains procedures and treatments to patients and provides education on various health-related topics.
- 4) Communicates with providers, patients and family members regarding care plans, goals and expected outcomes.
- 5) Documents all activity in medical record as appropriate and in accordance with medical records standards.
- 6) Responds to patient telephone calls as needed.
- 7) Assesses patients when requested by provider.
- 8) Acts as advocate on behalf of patients.
- 9) Responds to life threatening situations when they arise.
- 10) Assists department with duties and coverage as needed.
- 11) Maintains strict patient confidentiality.
- 12) Performs other duties as assigned.

Supervisory Responsibilities: None.

Minimum Qualifications:

- 1) Possession of current Oregon RN license in good standing.
- 2) Possession of current CPR certification.
- 3) Experience working on computers including typing/keyboarding skills.
- 4) Able to multitask and work independently.
- 5) Strong organizational and interpersonal skills.
- 6) Excellent verbal and written communications skills.

- 7) Ability to work with EHR.
- 8) Unrestricted Oregon Driver's License and comprehensive automobile insurance.

Preferred Qualifications:

- 1) Experience working with low-income populations.
- 2) Disease Management in a clinical setting.
- 3) Diabetic Educator Certification

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment.
- Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups.
- Must be able to occasionally lift up to 30 pounds.

Working Conditions

- There may be exposure to airborne and blood-borne pathogens, and hazardous materials.
- This position is not eligible to be a telecommute position.
- Must be able to work beyond normal working hours, including weekends.
- Must be able/willing to attend training sessions or meetings out-of-town on your own time.
- Must be able to use own vehicle and provide proof of insurance.

Equal Employment Opportunity Statement

La Pine Community Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. La Pine Community Health Center complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Receipt for Position Description

I, _____ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of this Job Description and I am able to complete all job responsibilities with or without reasonable accommodation.

Signature

Date