

Crusader Community Health Job Description

Job Title: Living with HIV (LWH) Registered Nurse Case Manager

Job Status: Non-Exempt

Job Grade: 22-A

Manager Title: Medical Unit Manager

POSITION SUMMARY:

The Living with HIV Registered Nurse Case Manager is responsible for coordination of medical interventions through specialty clinics and community/residential site visits, and promotion of optimal health through monitoring and interventions. The RN Case Manager applies a holistic approach to the coordination of client services. The RN Case Manager reports directly to the Medical Unit Manager.

ESSENTIAL FUNCTIONS:

1. Accountable for demonstrating the qualities outlined in the “Customer Service Standards of Excellence” program when interacting with patients, their families and friends, and fellow employees.
2. Understands and complies with Health Resources Services Administration (HRSA) requirements under the Ryan White Grant.
3. Describes program and clinic services to clients and completes care plans per standards of care.
4. Coordinates patients to receive care within the specialty clinic and other community agencies.
5. Performs nursing assessments.
6. Provides nursing care using appropriate clinical judgment and critical thinking, while following organization protocols.
7. Collaborates with the provider to determine the best medical/nursing interventions.
8. Provides health education instructions to patients based on the nursing assessment and provider orders.
9. Develops a multidisciplinary plan of care.
10. Develops an understanding of the quality assurance and quality improvement components of patient care.
11. Dispenses over the counter medications following organizational policies.
12. Dispenses prescription medications following provider orders.
13. Provides an atmosphere of professionalism, privacy and confidentiality in clinical area.
14. Assesses clients need for other services and assists patients by making appropriate referrals.
15. Demonstrates knowledge of and interventions for complex psychosocial issues.
16. Maintains current information on community resources and linkages.
17. Keeps accurate records.
18. Participates in team staffing and meetings.
19. Acts as a medical/nursing resource for other team members.
20. Participates in educational trainings relevant to HIV care and the Ryan White Grant as deemed necessary by the Medical Unit Manager.
21. Other duties as assigned by Medical Unit Manager or designee.

EDUCATION/EXPERIENCE/TRAINING:

Education:

- Associates' Degree required
- Graduate of an approved school of Registered Professional Nursing
- Current Illinois Registered Professional Nursing license
- Current CPR certification through the American Heart Association

Experience:

- Ambulatory care, hospital, or public health required
- Utilization of an electronic medical record required
- One year of registered nurse experience in direct patient care preferred

Knowledge of:

- Illinois Nurse Practice Act and Nursing Code of Ethics
- Nursing assessment, diagnosis, planning, intervention, and evaluation process
- The healthcare environment as it relates to the patient care delivery system
- Research databases to remain current on best practices and updates in patient care
- Available Crusader Community Health resources and community resources
- Age-specific and Culturally sensitive care

Technical Knowledge:

- Software: Electronic Medical Record experience, familiarity with eClinical Works (eCW) preferred, proficiency in computer software applications Microsoft Word, Excel, and PowerPoint, Learning management system, i2i experience preferred
- Equipment: PC, email, facsimile machine, computerized voice mail system, common office machines, video equipment, and multi-line telephone system

Ability to:

- Follow Crusader policies and guidelines
- Support organizational goals, mission, and values
- Maintain a valid driver's license and auto insurance in order to travel between locations for fieldwork as necessary
- Comprehend and interpret nursing research
- Communicate effectively both verbally and written
- Maintain professionalism in stressful situations
- Manage time effectively
- Use independent professional judgment
- Work independently with minimum/no supervision
- Maintain confidentiality of records as well as strategic organizational initiatives
- Deal tactfully, professionally, respectfully, and courteously with others
- Accept responsibility for your own actions
- Follow through on commitments
- Identify and resolve problems in a timely manner

Physical Requirement Form

Job Title: RN Case Manager

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting		X		
Standing		X		
Walking		X		
Climbing			X	
Bending		X		
Pushing / Pulling			X	
Carry / Lift			X	
1-15lbs			X	
15-30lbs			X	
30-50lbs				X
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids	X			
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals	X			
Concentration on Detail	X			
Oral Communication	X			
Written Communication	X			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.