

## **Job Description**

Position Title: RN Consultant/Case Manager

FLSA: Exempt

Range: 23

(\$70,956 - \$97,812 annually on a 14-step scale, candidates typically start at first step)

Reports to: Case Management Supervisor

Supervisory Responsibilities: None

### **SUMMARY:**

Provides clients (COPES, MPC and DDD Waiver Personal Care, Medicare, Medicaid), providers, and Case Managers with health-related assessment and consultation to enhance the development and implementation of the client's plan of care. Reviews and assesses clients' health status, personal care needs, and current service plan; identifies and coordinates medically related referrals and follow-up visits primarily in clients' homes. Reviews the performance of the client's care provider/caregiver, implements training for the client's provider and coordinates with healthcare providers. Assist adults with disabilities and older persons to assess their needs, authorize and obtain in-home and community-based services to: (1) maintain their independence in the community; (2) be diverted from nursing home or other institutional settings (3) make a timely return home following a short hospital or residential stay; and (4) remain at home with support despite functional impairments. Develops and administers a service plan which will result in maintaining the client at the highest level of independent living possible while still addressing the issues which arise in acute situations.

### **ESSENTIAL FUNCTIONS:**

- Assesses client need for RN services-based standards and critical indicators determined by program.
- Promotes the client's independence by providing a Comprehensive Assessment Reporting Evaluation review, nursing assessment/reassessment, instruction to the care providers/caregivers and clients, coordinating care and health resources with healthcare providers and evaluation of health-related care needs that affect service planning and delivery.
- Performs assessments on and co-case manages clients with chronic conditions to assist them to reduce the dependency on formalized medical care.
- Recommends changes in the service plan to the Case Manager when indicated and gives feedback on quality of care provided.
- Coordinates, assesses, and documents client care including, but not limited to, client assessment, education, medication administration and client safety.
- Prioritizes client care in an ongoing manner in accordance with Standards of Care and Practice.
- Communicates client's change of condition to the Case Manager and other appropriate individuals.
- Provide community outreach through workshops and education.
- Perform comprehensive functional assessments and reassessments for clients.
- Development of an appropriate plan of care to assist client with identified outcome objectives.

- Short-term and long-term intensive service plan implementation, including authorization of specific in-home and community services to meet the identified client needs.
- Resolution of client directed concerns with service delivery quality.
- Maintenance of manual and computerized client records.

**Knowledge, Skills, and Abilities:**

- Ability to conduct home visits that may not be ADA accessible.
- Ability to maintain a caseload of clients to ensure timely and accurate reviews.
- Computer and software skills; ability to operate general office equipment; work at a desk using phone and computer up to eight hours a day.
- Ability to work effectively as a team member with a wide range of diverse staff and to establish and maintain effective working relationships with clients, families, care providers and healthcare providers.
- Ability to function in a multi-lingual, multi-cultural environment, including providing service with use of interpreters.
- Ability to work in various unsanitary environments.
- Ability to maintain paper and electronic records and files of clients and services provided and to report those accordingly.
- Ability to perform head to toe assessments, wound and skin assessments, quality assurance, vital signs, coordination of DME, teaching and CPR in an emergency.
- Ability to produce objective nursing notes in a clear and concise manner.
- Ability to adhere to the standards of Universal Precautions, HIPPA regulations and to maintain personal safety and welfare.
- Ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Ability to communicate verbally in the English language in face-to-face one-on-one settings, in group settings, by personal computer, or using a telephone.
- Direct functional assessment, service planning and implementation experience.
- Ability to establish and maintain effective working relationships with clients, families, caregivers, diverse service provider network, medical personnel, and Agency staff.

**Minimum Qualifications:**

- Current and unencumbered license to practice as a Registered Nurse in the State of Washington.
- Maintain 45 CEU's every three years in accordance with the State of Washington.
- Bachelor's Degree in behavioral or health sciences
- Three years nursing experience, including one-year direct patient care in a community setting. Home health and psychiatric nursing background preferred but not required.
- Current healthcare provider CPR.
- Possession of a valid driver's license and minimum state-required vehicle insurance and have use of reliable transportation.

**Working Conditions and Physical Effort:**

- A portion of the work is in a cubicle office setting.
- While performing assessments in varied residential environments, the employee travels by automobile and is exposed to changing weather conditions.

- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties of this position, the employee may be exposed to bodily fluids and infectious diseases.

**Revised Date: March 28, 2023**

*The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*