

RN Case Manager

The RN Case Manager ensures client care is provided in accordance with the company's policies and procedures. Supervises the professional and paraprofessional employees that caring for clients in their home. Maintains strong relationship with referral sources. The position reports to the Clinical Manager.

Duties and Responsibilities:

1. Client Care:

- A. Performs initial and periodic assessment of clients to determine needs. Evaluates and implements the effectiveness of care.
 - 1) Uses interview and physical assessment skills to evaluate client needs.
 - 2) Demonstrates nursing skills appropriate for services provided.
 - 3) Records nursing diagnoses, measurable outcomes, interventions and nurses notes according to company standards.
 - 4) Develops and updates care plans as client's condition indicates or at least every 60 days.
 - 5) Documents progress reports, updated medical orders and plan of treatment to physician at least every 60 days or more often as changes occur (i.e. 485's).
 - 6) Documents client discharge summary for submission to attending physician.
 - 7) Develops transfer summary for discharged clients referred to other agencies.
- B. Demonstrates problem solving abilities in adapting to the client's changing needs.
- C. Participates in the afterhours on-call process to ensure client care policies and procedures are followed and staffing issues resolved.
- D. Organizes caseload to provide quality care in the most cost-effective manner.
- E. Assumes responsibility for coordination of client records in the home and the office.
- F. Coordinates client care with family, other caregivers, community resources and other disciplines.
- G. Fosters continuity of care by identifying problems and participating in solutions to reach identified client outcome.
- H. Maintains a safe client environment and identifies and reports to the office any suspected vulnerable client abuse, neglect, or financial exploitation.
- I. Maintains confidentiality of all information pertaining to clients, families and employees.
- J. Understands and follows infection control policies.

2. Supervision/Leadership:

- A. Oversees field employee's competency performance as observed in the client's home during supervisory visits. Teaches delegated tasks performed to improve client care.
- B. Provides orientation of employees according to company policy.
- C. Participates in the performance review of direct care givers.
- D. Knowledgeable of client care processes and policies.
- E. Participates in case conferences and team meetings in the branch office.
- F. Maintains positive and effective communication with employees. Understands and participates in team concept.
- G. Demonstrates self-direction to prioritize and accomplish job responsibilities.

3. Education/Teaching:
 - A. Assesses readiness and ability of the client and others to learn and carries out appropriate individualized teaching based on assessment.
 - B. Consistently documents teaching and individual and family response of client care.
 - C. Oversees inservices in the branch office for direct caregivers.
4. Financial:
 - A. Assures that all client's authorization for services are current and quantity and type of services provided meet payer requirements.
 - B. Applies basic knowledge of financial resources for care of clients.
 - C. Fills out all admission and financial forms completely and accurately and distributes them appropriately.
 - D. Assumes responsibility for regular, continuous assessment and management of client cases in an efficient manner.
5. Community Relations:
 - A. Develops and maintains a good working relationship with referral sources including physicians, hospitals, nursing homes, community resources, insurance companies and payers.

Physical/Environmental Demands:

Medium to Very Heavy. Responsible for client care needs which may require transfers and lifting of clients. Nursing care provided in individual client homes. Must be adaptable to a variety of environments and community settings. Must be able to drive or use public transportation in all types of weather.

Exerting 50 to 100 pounds of force occasionally, and 25 to 50 pounds of force frequently, and 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Qualifications:

1. Currently licensed as a Registered Nurse (RN) in the state of Minnesota. The license must not have been revoked, suspended, and without limitations or restrictions.
2. Have at least two (2) years' experience in a health care facility or home care field.
3. Strong organizational skills and the ability to work independently.
4. Demonstrates ability to make appropriate clinical judgements.
5. Excellent written and oral communication skills; interpersonal communication and teaching skills.
6. Basic computer skills and willing to learn new software. Knowledge of Microsoft Outlook a plus.
7. Ability to manage a variety of assignments while establishing priorities and ensuring the necessary duties are completed.
8. Proof of negative mantoux or documentation of negative chest X-ray.
9. Current CPR certification highly recommended.
10. Access to a dependable vehicle or public transportation in order to travel to multiple company business stops a day.
11. A valid driver's license and proof of car insurance when using a personal vehicle for company business.
12. Pass initial and ongoing background studies and screenings including but not limited to those of the Minnesota Department of Health and the Federal Office of the Inspector General's List of Excluded Individuals and Entities.