

Job Title: RN Case Manager – Indianapolis, IN	Effective Date: 10/6/2017
Department: Home Health	Revised:
Supervised By: Director of Nursing	FSLA: Non-Exempt
Supervises: LPNs, HHAs	Location: Home Health

Required Education/Experience/Skills

1. Graduate of an accredited school of professional nursing
2. Current license as a Registered Nurse in Indiana
3. Minimum of two (2) years of nursing experience, home care preferred
4. Ability to perform paperless documentation performed electronically
5. Ability to supervise and direct members of client care team
6. Demonstrated strong and effective written and verbal communication skills and good interpersonal skills
7. Ability to deal tactfully with clients and the community
8. Demonstrated organizational and time management skills
9. Knowledge of home health regulatory and reimbursement requirements
10. Licensed driver with automobile insured in accordance with state and agency requirements and in good repair

General Responsibilities

1. Reviews client referral information and responds to requests and inquires as appropriate
2. Collaborates with the Director of Nursing regarding the eligibility and appropriateness of client for home care services
3. Completes comprehensive assessments including OASIS data set within 48 hours of referral
4. Performs initial and ongoing client assessments based on agency policy and standards of practice to ensure effective and appropriate home care services. Also considers the physical, psychological, and socioeconomic needs of the client, the level of family acceptance, and the ability for client needs to be met in the home
5. Collaborates with physicians, other health care professionals (therapists, social services, pastoral care, supportive services), clients, and families in developing comprehensive, coordinated plan for care
6. Directs, plans, and initiates appropriate action independently and responsively in home care situations
7. Manages/supervises a team of RNs, LPNs, HHAs, and PCAs to provide effective and quality home care services
8. Promotes personal safety and a safe environment for clients and coworkers and provides care in accordance with state, federal, and CHAP regulations
9. Maintains confidentiality in all aspects of the job. Does not reveal information from client records to others, except as identified by agency policy

10. Performs other related duties and responsibilities as deemed necessary and completes assigned tasks within established guidelines and time frames

Standard Requirements

1. Supports the Mission, Values and Vision of Compass Park.
2. Is knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with and implements procedures and programs for:
 - a. Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - b. Confidentiality of all data, including resident, employee and operations data.
 - c. Quality Assurance and compliance with all regulatory requirements.
 - d. Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork
 - a. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - b. Uses tactful, appropriate communications in sensitive and emotional situations.
 - c. Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.
 - d. Promotes positive public relations with residents, family members and guests.
5. Completes requirements for in-service training, acceptable attendance, uniform and dress code including personal hygiene, and other work duties as assigned

Receipt and Acknowledgment

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Job duties, tasks, work hours and work environment may be changed at any time.

Acceptable job performance includes completion of the job requirements as well as compliance with policies, procedures, rules and regulations.

Required Signatures

Employee Signature

Date

Essential Elements/Job Functions Assessment

Physical Requirements: auditory and visual skills; ability to bend, stoop, sit stand, reach and lift items weighing up to 50 lbs., pushing, pulling, climbing stairs.

Stress Factors – ability to respond professionally to frequent interruptions.

Work Environment – able to work independently and well as with peers and management staff; verbal contact with others, face-to-face interaction with staff, residents and family members; shift work, fumes/odors.

Equipment – telephone, fire alarm, electronic scales, adjustable chairs/beds, and various other equipment and supplies.

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 I have read the Essential Elements-Job Functions Assessment and am able to meet these requirements.

Employee Signature

Date

I would like to discuss accommodations.

Employee Signature

Date