

# Cherokee Elder Care

**Job Title:** Registered Nurse Case Manager  
**Prepared:** 9/21/2012, Revised 2/21/2017  
**FLSA Classification:** Exempt  
**Supervisor:** Center Manager

Approved by: Alma Pacheco de la Cruz Date: 2/28/2017  
Program Director

## Job Summary

Under the supervision of the Center Manager, the **RN Case Manager** is responsible for: assessing, coordinating, monitoring, and providing health care services and treatment for Cherokee Elder Care participants; along with assisting and contributing to quality improvement development, support, data collection and analysis.

## Essential Job Functions

- Conducts initial history, physical exam and functional nursing assessments of potential participants.
- Develops initial nursing care plans for new participants, provides nursing care and service to participants per plan of care; performs in-person and on-going participant assessments and updates nursing care plans as indicated and required.
- Functions as a member of the interdisciplinary team (IDT).
- Participates in development of overall plans of care for participants.
- Keeps team informed of changes in health or functional status of participants and home care needs.
- Administers and monitors participants' medications and treatments prescribed by the primary care provider.
- Provides medication and treatment education to participants and caregivers as necessary.
- Observes, records, and reports to primary care staff participants' change of condition and reaction to drugs and treatments.
- Triage participants by phone and in-person as the need arises.
- Performs follow-ups and charts as indicated.
- Implements written orders of primary care staff.
- Assists participants in maintaining optimum health; provides health education and counseling to participants and caregivers facing chronic conditions and end of life issues.

- Completes documentation of nursing care and services per established Cherokee Elder Care standards.
- Assists in coordinating services provided by specialists and contracted services.
- Provides ongoing direction to C.N.A.'s and evaluates their care and service delivery.
- Prepares clinic forms and reports per PACE data reporting requirements.
- Assists with orientation of new clinic staff.
- Participates in participant-related conferences as designated.
- Attends staff meetings and in-services as required.
- Required to provide on-call coverage on a rotating basis.
- Protects privacy and maintains confidentiality of sensitive participant and employee information.
- Provides ongoing family/caregiver education as needed.
- Requires occasional use of personal vehicle for business purposes.
- Must attend job related training (as assigned).
- Performs other related duties (as assigned).

#### **Non-Essential Job Functions**

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and supports the facilities' policies, practices and procedures.
- Accept assigned duties in a cooperative manner and perform all other related duties as assigned.
- Participates on task groups and committees, with supervisor approval.
- Be familiar with programs' policies, procedures and operations.

#### **Working Conditions / Physical Demands**

The working conditions and physical demands described here are representative of those 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.

Working conditions and physical demands include:

- Working conditions can vary from ADHC, hospital, nursing home, personal residence or elsewhere when on call.
- Working conditions can include exposure to odors, fumes, infections, dust, dirt, which may be objectionable.

- Ability to walk and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to move about with reasonable accommodation, reach turn, twist and touch.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated and air-conditioned environment.

### **Knowledge, Skills and Abilities**

- Must have working knowledge of physical, mental and social needs of the frail and elderly population.
- Must have the ability to work independently and as member of a team.
- Must have excellent written, oral and interpersonal skills, and have flexibility and personal integrity.
- Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
- Must have strong computer, typing, 10key, and phone skills.

### **Required Education, Licensure and Experience**

#### **Education:**

- Must be a Registered Nurse currently licensed with the State of Oklahoma.

#### **Licensure:**

- Current CPR certificate and first aid training.
- Current Driver's License and Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.

#### **Experience:**

- Must have 1 year of experience with a frail or elderly population.

**Acknowledgement:**

I **agree** to abide by the philosophy, practices, and protocols of the PACE organization.

I **have read** the above the ***RN Case Manager*** job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I **understand** the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

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Employee Signature

\_\_\_\_\_  
Date

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Cherokee Elder Care Representative

\_\_\_\_\_  
Date