

Cherokee Elder Care

Job Title: Case Manager-Registered Nurse
Prepared: 9/21/2012
Revised: 2/21/2017, 08/06/2019, 04/20/2021
FLSA Classification: Exempt
Supervisor: Chief Nursing Officer
Other: Safety Sensitive Position

Approved by: Yvonne Davis MSN RN Date: 4-21-21

Job Summary

Under the supervision of the Chief Nursing Officer, the **Case Manager-RN** 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.
- Supervise the C.N.A. assigned to their "Clinic Care Team"

- 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 duties as assigned by the **Chief Nursing Officer**.

Core Job Functions for All Staff

- Attends and participates in staff meetings, in-services, projects and committees as assigned.
- Adheres to and knowledgeable of CEC policies, practices and procedures.
- Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
- Participates on task groups and committees, including the Quality Improvement Program

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:

- Ability to walk, sit and stand for extended periods of time.
- Ability to access all areas of the facility throughout the work day.
- Ability to hear, talk, taste and smell.
- Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
- Ability to lift up to 50 lbs and move people/objects both short and long distances. (Staff are required to obtain assistance when attempting to lift or transfer objects over 50 lbs)
- 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 environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
- Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

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, Experience & Health

Education:

- Must have an Associate's Degree in Applied Science-Nursing

Licensure:

- Currently licensed with the State of Oklahoma as a Registered Nurse
- Current CPR certificate and first aid training
- Current Driver's License.
- Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
- A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

Experience:

- Must have 1 year of experience with a frail or elderly population.
- Must have 1 year experience utilizing medical terminology.
- Must have 1 year of home healthcare experience.
- Must have 1 year experience utilizing electronic health records.

Employee Health:

- Must be cleared of all communicable diseases upon hire and subsequently throughout employment
- Must provide proof of immunizations upon hire and subsequently throughout employment

Acknowledgement:

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

I **have read** the above the **Case Manager-RN** 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.

Employee Signature

Date

Cherokee Elder Care Representative

Date