



JOB TITLE: CCSP Registered Nurse

DEPARTMENT: Health Programs-CCSP

ACCOUNTABILITY: Reports to Health Programs Nursing Supervisor

STATUS: Exempt

JOB SUMMARY

The Care Coordinator Registered Nurse provides professional assessment and determination of a level of care and appropriateness for community based services for Medicaid recipients or potential Medical Assistance Only (MAO) clients. She/he functions as a member of an interdisciplinary team including a physician and serves large geographic areas which may include parts of one large county and/or many small counties which involve extensive travel.

DUTIES and RESPONSIBILITIES

1. Meets standard of promptness for all CCSP admission referrals
2. Meets standard of promptness for all CCSP annual and requested reassessments
3. Meets standard of promptness for all requested Face to Face visits
4. Determines the client's eligibility for nursing home LOC by using the MDS-HC and the intermediate level of care criteria
5. Explains to the client and/or representative all aspects of the program and obtains client signature on all necessary forms
6. Uses a comprehensive approach to discuss and clarify the client's needs during case conferences
7. Collaborates with Care Coordinator in the development of the Comprehensive Care Plan to maintain or improve the health/functional status of the client
8. Adheres to all HIPAA guidelines at all times to insure the privacy of the client records
9. Attends Network Meetings, trainings and other meetings coordinated by the ADRC and DCH
10. Maintains knowledge of the Care Coordination Manual and Provider Service Manuals
11. Attends hearings as requested, providing data and client records required by the hearing officer
12. Reports suspected abuse, neglect, exploitation of any clients not living in an ALS facility. Reports to LTCO and ORS if client lives in an ALS

13. Identifies the need for client disease management, initiates internal disease management or refers the client to other resources as needed.
14. Co-signs LPN assessment paperwork as needed.
15. Attends and presents in Medical Director meetings as required.
16. Follows the Job Description Duties listed in the CCSP Case Management Manual Section 1878.
17. Other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS

Education: Graduate of an accredited Nursing School or Program

Experience: Two years as a registered professional nurse in one of the following areas:

- Geriatric nursing
- Community health
- Long term care
- Chronic diseases of adults

Certification: Not Applicable

Licensure: Valid Georgia Driver's License, current valid Georgia Nursing License

Skills: Ability to effectively coordinate and communicate with clients, service providers, general public, and other staff members

- Skill in establishing and sustaining interpersonal relationships
- Knowledge of human behavior, gerontology
- Skills in team building and group dynamics
- Knowledge of community organization and service system development
- Problem solving skills and techniques
- Knowledge and skill in social and health service intervention techniques and methodology
- Proficient in Windows, Word, Excel, Email and demonstrates the ability to learn the current DCH data base program

PHYSICAL DEMANDS OR WORKING CONDITIONS

- Local travel required
- Attendance at off-premise meetings, conferences or training sessions

- Employee is required to inspect and safely operate a motor vehicle in a wide range of weather and traffic conditions
- May be required to walk on uneven terrain to get to client's homes
- Regularly required to use hands to write, use computer, operate a motor vehicle, use a hand held device and telephone, and manipulate documents
- Regularly required to read documents and write neatly, legibly, and transcribe accurate information and numbers/values
- Employee continually engages in activities that require talking and hearing
- Frequent: standing, sitting, walking, repetitive use of hands, simple grasping and fine hand manipulation, pushing and pulling hand. Occasionally required to lift or to reach above shoulder level
- Must be able to lift up to 11 pounds, and occasionally 25 pounds
- May be required to walk on uneven terrain to get to client's homes
- Temperature ranges from normal indoor climate-controlled environment in buildings or vehicles, various outdoor conditions and temperature extremes encountered during off-site travel, and unpredictable indoor environmental conditions encountered in client homes or other off-site locations
- Regularly exposed to outside weather conditions when traveling to client's homes
- May be subjected to clients with communicable diseases, or may be exposed to potentially infectious materials
- During off-site travel, employee may encounter a variety of unpredictable environmental conditions in client homes, including unsanitary conditions. These unclean conditions may include (but are not limited to) housekeeping neglect, exposure to cigarette smoke, poor air quality, mold, mildew, fungus, spoiled food, vermin or animal urine or feces
- May be required to travel to community areas that are potentially dangerous, or to isolated rural areas
-

Prepared by: ***Dianne Dodgins, RN, Health Programs Manager***

Reviewed by: _____

Date Approved: ***April 9, 2018***

Next Review Date: ***April 2019***