

# Tri-County Aging Consortium

## EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
021317	February 17, 2017	Until Filled	Grade 12, Step 1 \$22.8064/hr \$47,437/annually
<b>Job Title</b> Care Manager RN			
<b>Location</b> Main Office			

**General Responsibilities:** Works with the elderly and the disabled who are at-risk of entering a nursing home by exploring their options and alternatives to institutional care. The Care Management Team, consisting of a Social Worker and RN, complete comprehensive assessments of participants, with a strong emphasis on Person Centered Planning and client direction. Many of the specific duties listed below are mandated by the Michigan Department of Community Health (MDCH) and the Michigan Aging & Adult Services Agency Care Management Performance Standards

**Essential Job Functions:** (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

1. Assists clients with securing Medicaid eligibility for Waiver services and monitor for ongoing program eligibility.
2. Uses the principles of Person Centered Planning, the Care Management Team develop care plans with each client, addressing and honoring the individual's specific needs and desires.
3. Conducts assessments as a member of a professional team. Assessments include an evaluation of the consumer's physical and mental health, functional capabilities and limitations, informal and formal support systems, physical environment and financial resources. Completes periodic reassessments as a team or individual Care Manager.
4. Arranges, coordinates and monitors the services according to the person centered plan, including those covered through the Medicaid Waiver and Michigan Aging & Adult Services Agency Care (AASA).
5. Monitor the cost of Medicaid Waiver services and other formal services to maximize resources and stay within program parameters and goals.
6. Maintains accurate files with all the mandatory documents including AASA and Medicaid Waiver documentation. Includes the use of a computer to enter information into program software and established database system.
7. Adhere to agency and program standards, and AASA and MDCH Supports Coordinator Performance Criteria. Participate in Quality Assurance activities.
8. Completes follow-up of all services arranged as determined in the person centered care plan and makes adjustments as needed
9. Provides advocacy on behalf of clients to secure services and benefits to which they are entitled and promotes client freedom of choice.
10. Maintains shared caseload in conjunction with the RN or Social Work Care Manager. As part of the team work practice, back-up is provided to the other Care Manager.
11. Updates knowledge pertinent to the provision of services to the elderly and persons with disabilities through attendance at agency and community meetings and continuing education opportunities.
12. Establish and maintain working relationships with physicians, hospital discharge staff, nursing home staff, home health and other service providers.
13. Covers 24 hour on-call services as scheduled.
14. Examples of essential job functions listed do not include all tasks which may be required for this position. Duties and responsibilities may be added, deleted or modified at any time.

**Knowledge, Skills & Abilities:**

1. Commitment to the organization's missions and goals.
2. Computer skills sufficient to learn specific departmental software programs.
3. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
4. Ability to work independently or as part of a team.
5. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
6. Ability to represent the Agency in a professional manner.
7. Must be able to adjust priorities to meet deadlines in a timely manner.
8. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.
9. Knowledge of community services and resources.
10. Must possess strong assessment skills.

**Requirements:**

- Must be a Registered Nurse (RN) with a current Michigan Nursing License, in good standing,
- One year of experience working with the elderly and/or disabled is required.
- Must possess a current Michigan driver's license in good standing (less than 4 point preferred).

**Working Conditions:**

- The work environment varies. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling to or spending time at residential or medical facilities, exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures increases.
- Physical mobility is required for sitting, walking, standing, bending and lifting/holding/carrying objects of up to 20 pounds. Must be able to move around in multiple locations with varying physical environments & barriers. Must be able to drive. Ability to enter and access information using a computer. Must be able to communicate effectively with clients, co-workers and vendors in person and over the telephone.
- Sensory requirements include exposure to varying temperatures, noise levels, environments and activities.
- Mental requirements include the ability to handle varying and intense levels of stress.

**Health Insurance Portability and Accountability Act (HIPAA):**

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline up to and including termination.

**Reports to:** Nursing Supervisor

**Work Location:** Lansing, MI

**Work Schedule:** Monday – Friday, 8:00am to 5:00pm, 40 hours per week

*Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to [hr1@tcoa.org](mailto:hr1@tcoa.org). You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>*

*TCOA is an Equal Opportunity Employer*