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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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**HUMAN RESOURCES**  
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## **JOB VACANCY**

**POSTED 3/6/2019 UNTIL FILLED**

**POSITION:** RN Case Manager/Clinical RN

**DEPARTMENT:** LVD Clinic

**LOCATION:** Lac Vieux Desert Health Center, Watersmeet, MI

**SUPERVISOR:** Clinical Manager

**EMPLOYMENT:** Full Time

**SALARY/PAY RATE:** 22.00 - 29.00 Per Hour

### **DESCRIPTION:**

The RN Case Manager directly supports LVDHC's tribal elders and high-risk patients, with a focus on chronic disease conditions. In collaboration with other members of the healthcare team, the Case Manager may function in multiple settings e.g., office, community, or home. Responsibilities include organizing, coordinating, and providing care coordination and management services to patients within the practice, who are most at risk for health deterioration, sentinel events, and poor outcomes. An emphasis on diabetes education with current or future CDE certification is required. This position requires Clinic RN duties on an as needed basis, assisting a medical provider and/ or the Clinical Manager with daily patient care routines.

### **RESPONSIBILITIES:**

Case Management/DM Education

- Establishes caseload mix of supportive and comprehensive case management patients based on referrals, acuity, readiness/interest, and program capacity.
- Develops a tracking system for care coordination and management across the continuum, including care transitions, primary, and specialty care.

- Manages care gap by following up with patients who are overdue for services or whose measures are out of range.
- Manages transition of care by contacting patients when discharged from the hospital, reconciling medications, arranging necessary follow up appointments, ensuring understanding of discharge instructions, etc.
- Acts as a liaison and facilitates information and/or service requests between patients, family, staff, Primary Care Providers (PCP), specialty providers, social services and community resources.
- Maintains a list of resources/referrals (e.g. Hospice, Meals on Wheels, Community Action Agency, food stamps, etc.) and assists patients in finding community-based services.
- Develops care plans to prevent disease exacerbation, improve outcomes, increase patient engagement in self-care, decrease risk status, and minimize hospital and ED utilization.
- Coordinates and monitors scheduling and maintenance of appointments and services.
- Provides coordinated education to diabetic patients; along with other care team members; e.g., pathophysiology and comorbidities, lifestyle therapy, carbohydrate counting, diet modification, physical activity, weight management, tobacco cessation, good sleep hygiene, medication use and actions.
- Emphasizes prevention of exacerbations and complications utilizing evidence-based practice guidelines and patient empowerment strategies.
- Educates patients about their illness and involves them when making treatment decisions.
- Provides patients with self-management support.
- Engages patient's family in care to enhance the patient's social support.
- Employs ongoing assessment and documentation to evaluate the effectiveness of the care plan.
- Develops relationships with community organizations that offer resources to more fully meet patient needs.
- Travel to other site for trainings, meetings, and other duties as needed.
- Arrange transports for clients.

#### Clinic RN

- Fill in as needed in clinic
- Conducts pre-visit planning by reviewing and updating patients records prior to appointments to determine needed services per practice protocol
- Greets patients and prepares them for provider exam. Screens for and documents appropriate information
- Instructs patients in collection of samples and tests
- Prepares equipment and aids provider during treatment, examination, and testing of patients as needed
- Provides general nursing care to patients in accordance with current nursing standards

- Monitors lab results, referrals, and other tasks for medical provider and takes action as appropriate.
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider
- Provides education regarding procedures, medications, conditions and treatment to patient/family
- Maintains examination rooms for necessary supplies and materials.
- Ensures cleanliness of examination rooms according to OSHA standards
- Assists provider with medication orders/refills as directed
- Documents all appropriate information in the EHR
- Stays abreast of current treatment plan and assists with orders, documentation as instructed.
- Assists with referrals, prior authorizations, and coordination of patient services
- Other duties as assigned

### **MINIMUM QUALIFICATIONS/SKILLS:**

- RN licensed in the state of Michigan.
  - Ability to work in fast paced, action-oriented culture of primary care, being flexible and quickly adapting to changes.
  - Coordinates and participates in community health education events.
  - Willingness to seek CDE (Certified Diabetes Educator)
  - Manages special health and wellness projects as needed
  - Ability to work independently with a strong sense of initiative and self -motivation.
  - Strong interpersonal skills, clinical interviewing skills and ability to communicate with patients in a warm and open manner.
  - Must have working knowledge of HIPAA law
  - Current driver's license issued by the State of Michigan and good driving record (hired candidate will need to provide a copy of a current driver's license).
  - This position will maintain current CPR, BLS, ACLS and approved additional certification.
  - This position will require successfully passing a Criminal History Investigation and maintain background clearance as required by the employer and any collaborating agencies.
  - Experience working in native community is desired
1. *The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: 12/5/2017**