

Grace Hill Health Centers, Inc. is currently accepting applications for the following position:

POSITION TITLE: Nurse Care Manager (Primary Healthcare Home)

STATUS/HOURS: Regular/Full-time (Evenings and Weekends as scheduled)

POSITION SUMMARY: Perform the duties required to coordinate and monitor provision of wellness and prevention initiatives for patients enrolled in Primary Health Homes.

POSTION QUALIFICATION REQUIREMENTS

Education: RN Diploma or Bachelors of Science in Nursing.

Experience: Three (3) years as an RN in community clinic, public health nursing, and/or hospital setting; including dispensing sample drugs and monitoring effects.

Skills and Abilities:

1. Good computer skills including the use of word processing and e-mail software.
2. Good oral and verbal communication skills.
3. Good organizational and self-motivation skills.
4. Ability to maintain confidentiality.
5. Ability to motivate and educate clients and staff.

Transportation Requirement: Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

License(s)/Certificate(s): Licensed as RN in the State of Missouri; CPR certification.

FUNCTIONS OF THE JOB

Essential Functions

1. Develop wellness and prevention initiatives.
2. Facilitate health education groups.
3. Participate in the initial treatment plan development for all of their Primary care health home enrollees.
4. Assist in developing treatment plan health care goals for individuals with co-occurring chronic diseases.
5. Consult with Community Support Staff about identified health conditions.
6. Assist in contacting medical providers and hospitals for admission/discharge.
7. Provide training on medical diseases, treatments and medications.
8. Track required assessments and screenings
9. Assist with referrals to community and social support services

10. Assist in implementing MHD health technology programs and initiatives (i.e. CyberAccess, metabolic screening).
11. Monitor HIT tools and reports for treatment.
12. Medical alerts and hospital admissions/discharges.
13. Monitor and report performance measures and outcomes.
14. Keep patients records; complete appropriate forms and reports. Provide appropriate documentation. Adhere to patient confidentiality.
15. Initiate the referral of high-risk patients and families for special services, team management, and track the patient's referral, i.e. abnormal lab results.
16. Perform other duties as assigned.

Marginal Functions:

1. Assist providers with enrolled patients, take and record vital signs, abnormal results, distribute sample medications and administer injections per provider's orders.
2. Observe signs and symptoms, document and report reactions of the treatment to the provider.
3. May perform home visits as needed.
4. Assist with implementation of Quality Improvement Programs.

Supervises: None

For confidential consideration, please forward resume with salary requirement to resumes@gracehill.org or fax (314) 814-8593. For more information about our organization, please visit our website at www.gracehill.org