

## JOB ANNOUNCEMENT

**POSITION:** Case Manager/RN

**SALARY:** \$82,638.40 - \$95,680. annually. (Grade 32-35, Step 02) DOE

**SUPERVISOR:** Nursing Administrator

**DEPARTMENT:** Nursing

**CLASSIFICATION:** Non-EXEMPT

**LOCATION:** Owyhee, NV

**OPENS: March 4, 2024**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATIONS:**

Because of the sensitive and trusted nature of this position, the Case Manager/RN is subject to initial, for cause, and suspicion less (random) drug and or alcohol testing, and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

## **SUMMARY OF FUNCTIONS:**

The Case Manager/RN is responsible for gathering and organizing patient data collected information to assist the organization in meeting its goals and objectives for continuity of care through coordination of patient services. The purpose of the Case Manager/RN is to organize and maintain the continuity of patient care and cost effectiveness of patient services through the function of utilization review, quality assurance, and case management and discharge planning. This position works under the direction of the Nursing Administrator.

## **NATURE & SCOPE:**

Environment: The Owyhee Community Health Facility provides outpatient ambulatory care services for the residents of the Duck Valley Reservation. Age groups of patients range from prenatal to geriatric. The primary duties of the Case manager/RN consist of office work; faxing for reports, entering case management notes, calling discharge planners and ensuring that the patient's primary care provider has entered all recommended referrals. The Registered Nurse in this role will be responsible for maintaining and ordering adequate supplies related to clinical and community health care. The incumbent will also be responsible for maintaining the clinic's vaccines and reporting through the State and Federal immunization information systems with the help of other clinical staff.

## **ESSENTIAL FUNCTIONS:**

The Case manager/RN will develop, implement, and evaluate patient care plans. This function includes aspects of social work, patient advocacy, patient education, and acting as a liaison between patients, their families, and healthcare providers. This requires assessment, planning, coordination of services and the evaluation of services to facilitate the continuum of care. Clear concise documentation of contacts and the patient case management process in the electronic health record (EHR) is essential.

1. Serves as the Aftercare Committee Chair, attends the Purchased Referred Care meeting, Patient Services Committee meeting and nursing department meetings.
2. Uses the clinic's electronic health record to monitor patient's progression through the continuum of care and to close out referrals.
3. Pulls data for reports, quality assurance and quality improvement projects.
4. Will maintain/order clinical and community health supplies.
5. Will be responsible for maintaining, ordering and reporting vaccines through State and Federal immunization information systems.
6. Understands that the Owyhee Community Health Facility values teamwork and may be asked to help within their scope of practice if needed, i.e. emergency situations, critical short-staffing.
7. Performs other related duties as assigned by immediate supervisor

## **LATITUDE:**

The Case Manager/RN will receive direction and supervision from the Nursing Administrator, and will frequently interface with the Clinical Director and other Providers. The incumbent will function under broad professional standards and guidelines in carrying out responsibilities. Routinely exercises independent clinical and professional judgment involving patient care management and professional services, and must have above average levels of tact, initiative,

and professional conduct in dealing with patients, other members of the health care team and Tribal entities.

**MINIMUM QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES:**

1. RN license in good standing is required. Minimum of five years' experience as a registered nurse or case manager in a hospital setting is preferred.
2. BLS certified.
3. Ability to sit the Certified Case Manager (CCM) exam after completing 2,000 hours of documented case management services.

**Preferred Qualifications:**

1. All qualifications as listed above.
2. Certified Case Manager certification
3. Five years or more of case management experience

**Other areas for consideration:**

1. Must have excellent oral and written communication skills and have the ability to work accurately under stressful situations.
2. Knowledge of professional nursing services, principles and practices in order to assess patient needs. This assessment includes consideration of the physical, emotional, spiritual and cultural aspects of care.
3. Must have a thorough knowledge of pharmaceuticals, their actions and side effects.
4. Knowledge of health records and facility aspects of patient care services, and the ability to accurately and completely document all related clinical data.
5. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience, and reliability when instituting patient care services.
6. Knowledge of the availability and use of resources and the clinic's referral process.
7. Ability to sit the Certified Case Manager (CCM) exam after completing 2,000 hours of documented case management services.

**OSHA CLASSIFICATION:**

Work may be performed in the clinical area in case of critical staffing shortages where there is some risk of exposure to contagious disease. Some degree of risk is involved with working with emotionally disturbed patients.

**HIPAA PRIVACY ACT- (SIGNIFICANT FACTS):**

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both

civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

**Scope of Review for HIPAA compliance by scope of work:**

Requires RPMS/EHR/RCIS access for patient demographics, health summary, labs and referrals.