



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: REGISTERED NURSE MEDICAID CASE MANAGER DATE OPENED: AUG. 12, 2016

DEPARTMENT: MHIP/CHC/HEALTH DEPT. CLOSING DATE: UNTIL FILLED

If you have any questions about this position vacancy, call: (406) 751 - 8108.

NUMBER OF POSITIONS OPEN: 2

BARGAINING UNIT: MPERA - Health

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 23.14 per Hour

SALARY AT:

1 YEAR STEP: \$ 24.30 per Hour

2 YEAR STEP: \$ 24.69 per Hour

3 YEAR STEP: \$ 25.08 per Hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO YES _____ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

PLEASE SEE THE ATTACHED JOB DESCRIPTIONS.

IF WE ARE NOT ABLE TO HIRE A BSN NURSE, WE WILL ALSO CONSIDER AN ASN NURSE (\$22.04/HOUR) OR A LPN NURSE (\$17.04/HOUR).

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center
427 First Avenue East
Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

REGISTERED NURSE /MEDICAID CASE MANAGER

DEFINITION: Under the general supervision of the Medicaid Case Manager Supervisor. Performs work as a registered nurse, as a member of primary care medical teams to provide Medicaid case management throughout a multiple county area for the Flathead Community Health Center. (FCHC)

EXAMPLE OF DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

ESSENTIAL DUTIES:

Maintain an active caseload of 100 to 150 patients. Conduct patient health assessment within 30 days of Department referral of patient to Provider, using SF-12 Health Survey. Provide initial and ongoing clinical assessment at pre-determined intervals such as 30, 60, 90 days and one year, depending on diseases and risks.

Work within the model for chronic disease self-management to provide patient and family education and to develop goals that result in improved health outcomes.

Tailor a holistic treatment/action plan for each enrolled patient in consultation with patient's primary care provider.

Track patient data—enrollment status, diseases, risks, interventions, and outcomes—and report to the State Medicaid Managed Care Bureau at DPHHS.

Manage patients as indicated—in person, telephonically, or other means suited to the individual which may include visits to clients in their homes or at other locations outside the FCHC.

Coordinate hospital discharges with client, family, and hospital care team.

Participate in multi-disciplinary conferences, serving as a clinical resource for medical providers, dental, mental health and psycho-social case managers.

Provide orientation for Health Improvement Program staff and assist in determining appropriate staff assignments.

Provide group appointments for education and prevention when appropriate.

Monitor patient progress and determine criteria for completion/graduation.

OTHER DUTIES:

Performs related duties as required or directed.

SUPERVISION EXERCISED: None

WORKING RELATIONSHIPS: Works closely with Flathead Community Health Center medical care teams, hospital case managers or social workers, other case managers (ex; home health, public health, mental health etc.) and medical providers in the community who are working with clients on his/her caseload.

PHYSICAL/ENVIRONMENTAL DEMANDS: The work requires physical exertion such as bending, walking and lifting boxes of files (up to 40 lbs.). The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE: Working knowledge of nursing practices related to acute and chronic complex medical conditions such as cancer, cardiac disease, pulmonary disease, diabetes, and chronic pain conditions. Working knowledge of chronic disease self management strategies.

SKILLS: Must have a minimum of one year's experience in providing chronic disease management and interventions with clients. Working knowledge of quality management processes. Working knowledge of client confidentiality, and the ethical and legal requirements of the profession. Computer proficiency required.

ABILITIES: Ability to obtain a Chronic Care Professional Certification within 90 days of employment. Ability to coordinate complex medical care plans consistent with the chronic disease self-management model. Ability to gather and analyze data and make appropriate recommendations to the medical care team. Ability to communicate in the English language, orally and in writing. Ability to establish and maintain effective working relationships with diverse individuals and groups.

MINIMUM QUALIFICATIONS REQUIREMENTS:

EDUCATION: A bachelor of science in nursing from an accredited school at the time of graduation (may be waived for Associates Degree in Nursing and equivalent experience in position specific to job duties). Requires current license to practice as a registered professional nurse in Montana. Requires a current MT driver's license.

EXPERIENCE: One year nursing experience required. Preference given to candidate with prior experience in medical case management.

CLASSIFICATION:

Registered Professional. Bachelor of Science Degree – Registered Nurses will be placed at Grade 9 in the Health Department matrix. Associate Degreed Registered Nurses will be placed at Grade 8 in the Health Department matrix.

ACTION	DATE	REFERENCE
Adopted:	11/12/2009	Commissioners' Minutes
Revised	11/26/2012	Commissioners' Minutes
Revised	10/01/2013	Commissioners' Minutes

Flathead City-County Health Dept/Community Health Center

Licensed Practical Nurse Case Manager Medicaid Health Improvement Program

DEFINITION: Under the general supervision of the Medicaid Case Manager Supervisor, performs work as a licensed practical nurse, as a member of primary care medical teams to provide Medicaid case management throughout a multiple county area for the Flathead Community Health Center. (FCHC)

EXAMPLES OF DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all-inclusive or restrictive.)

ESSENTIAL DUTIES:

- Conduct patient health assessment within 30 days of Department referral of patient to Provider, using SF-12 Health Survey. Patients who cannot be reached or who prefer not to participate in an assessment initially are placed in "on demand" status and additional contact attempts are made at least twice during the following 12 months.
- Provide initial and ongoing clinical assessment at pre-determined intervals such as 30, 60, 90 days and one year, depending on diseases and risks.
- Collaborate with the RN case manager to tailor a holistic treatment/action plan for each enrolled patient in consultation with patient's primary care provider.
- Manage patients as indicated—in person, telephonically, or other means suited to the individual.
- Provide group appointments for education and prevention when appropriate.
- Monitor and remind patients about routine testing; provide follow-up education regarding tests.
- Provide post hospital discharge visits, in-person and/or telephonic.
- Educate and support patients in self-management of health conditions.
- Be familiar with and refer patients to available local resources that can help patients with social services, housing, and other life problems that could prevent patients from paying attention to medical conditions.
- Track patient data—enrollment status, diseases, risks, interventions, and outcomes—and report to the State Medicaid Managed Care Bureau at DPHHS.

OTHER DUTIES:

Performs related work as required or directed.

SUPERVISION EXERCISED: None.

WORKING RELATIONSHIP: Works closely with Flathead Community Health Center medical care teams, hospital case managers or social workers, other case managers (ex; home health, public health, mental health etc.) and medical providers in the community who are working with clients on his/her caseload.

PHYSICAL/ ENVIRONMENTAL DEMANDS: The work requires physical exertion such as bending, walking and lifting boxes of files (up to 40 lbs.). The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE: Working knowledge of nursing practices (within the scope of an LPN) related to acute and chronic complex medical conditions such as cancer, cardiac disease, pulmonary disease, diabetes, and chronic pain conditions. Working knowledge of chronic disease self management strategies.

SKILLS: Experience in providing chronic disease management and interventions with clients. Working knowledge of client confidentiality, and the ethical and legal requirements of the profession. Computer proficiency required.

ABILITIES: Ability to obtain a Chronic Care Professional Certification within 90 days of employment. Ability to communicate in the English language, orally and in writing. Ability to establish and maintain effective working relationships with diverse individuals and groups.

MINIMUM QUALIFICATIONS:

EDUCATION: Requires graduation and certification from a state approved school of nursing with state accreditation at the time of graduation. Requires current license as a practical nurse in the State of Montana.

EXPERIENCE: One year nursing experience required. Preference given to candidate with prior medical case management experience.

ACTION
Adopted:

DATE
11/12/2009

REFERENCE
Commissioners Minutes