



GREATER VALLEY HEALTH CENTER

Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	Nurse-Case Manager		
Wage Range	Dependent on experience	Schedule	M-F
Working hours per week	FT		
Reports to (job title)	Medical Clinic Director	Non-Exempt Exempt	Non-Exempt

Job purpose *(Why does the job exist? What is it there to achieve or deliver?)*

Under the general supervision of the Clinic Manager, performs work as to provide case management for the Flathead Community Health Center (FCHC). Works closely with Flathead Community Health Center medical care teams, hospital case managers or social workers, other case managers (e.g., home health, public health, mental health, etc.) and medical providers in the community who are working with clients on his/her caseload.

Knowledge, Skills & Experience *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	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. BLS for healthcare providers.	Essential
Experience	One year nursing experience required. Preference given to candidate with prior experience in medical case management.	Desirable
Knowledge & skills	Knowledge of health coaching, care management and case management coordination with primary care providers and referrals. 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.	Essential

	<p>Knowledge of effective communication techniques.</p> <p>Knowledge of the operation of personal computers with word processing, spreadsheet, or database applications.</p> <p>Experience with medical case management. Working knowledge of client confidentiality, and the ethical and legal requirements of the profession.</p> <p>Computer proficiency required.</p>	
Abilities	<p>Ability to coordinate complex medical care plans consistent with the chronic disease self-management model.</p> <p>Ability to gather and analyze data and make appropriate recommendations to the medical care team.</p>	Essential
Special Requirements	<p>Have and maintain a valid Montana's driver license.</p>	Essential
Attitude & disposition	<p>Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.</p>	Essential

Main Duties and Responsibilities of the Role: these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Maintain an active caseload as determined by grant and program requirements.

Coordinate activities of the patient care team, related to population health and individual case management.

Conduct patient assessment and document plan for individual patient case management, per grant and program requirements.

Manage patients as indicated—in person, telephonically, or by other means suited to the individual.

Provide group appointments for education and prevention when appropriate.

Ensure monitoring, education and reminders are provided to patients about routine testing and screening.

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

Track and record patient data—enrollment status, diseases, risks, interventions, and outcomes—and report per grant and program requirements.

Participate in Quality Improvement, Quality Assurance and Risk Management activities.

Provide back-up for clinic nurse.

Provide other assigned nursing tasks within competency and scope of practice.

Working Environment (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, required. You may be required to travel to different clinic locations.

Freedom to Act & Decision Making (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/workflow improvements.

Communication & Networking (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required.

Finance/Resource Management (*budgeting, forecasting*)

Use supplies efficiently.

People Management (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

Confirmation Section

Employee signature

Date:

Print name

Supervisor Signature

Date

Print name

CEO

Comments: