

Home Care with Grace, LLC

Job Title: Registered Nurse Case Manager

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Home Care with Grace, LLC Registered Nurse will assist in all aspects of member and caregiver initial ongoing assessments and home visits. The primary responsibility will be supporting the CEO and Caregivers. Additional responsibilities will include collecting and entering data into the HCWG databases as required by Home Care with Grace, LLC and by local, regional and national agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides initial, ongoing documentation including care plan development and related progress notes.
- Coordinates and meets with clients on a monthly basis.
- Provides training and education to Caregiver/ Members regarding important aspects of care, including but not limited to activity, diet, medication adherence and healthcare follow-up.
- Acts as a liaison between Caregiver/Members, staff and multidisciplinary care team.
- Telephone contact with Caregivers/Member to assess ongoing status, consultation with providers, and organize follow-up as needed.
- Meets regularly with staff to facilitate quality and process improvement initiatives. As requested, implements and assesses initiatives and summarizes results for team.
- Other duties as assigned.

QUALIFICATIONS:

- Graduate of an approved school of Nursing with current registration in MA required. BSN preferred.
- Prior experience (3-5 years) in the care of seniors and people with disabilities strongly preferred
- Access to reliable vehicle and hold valid car insurance and current Massachusetts driver's license.
- Bilingual speaking preferred

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Access to own telephone, computer and scanner/fax machine.
- Advanced knowledge in creating/updating documents within Microsoft Office and Google Docs.
- Ability to work in a multicultural and multilingual community.
- Ability to work independently while collaborating with others in the care of complex Caregivers/Members.
- Excellent written and oral communication skills to work with individuals from various fields of expertise, including primary care staff, hospitals and other administrative providers.
- Strong command of business grammar and etiquette.
- Excellent organizational abilities to formulate and meet timetables.
- Excellent interpersonal skills and ability to work as part of a multidisciplinary team.

WORKING CONDITIONS:

Administrative office, home office and community settings. Working conditions may include busy and sometime stressful family caregiver encounters, and environments where there may be exposure to communicable diseases.