

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA

Health Programs

Job Description

Date: February 2017

Exposure Determination Category: 1

Salary Grade: 7-9

Chart: 2 Non-Exempt

Job Title: Licensed Practical Nurse (LPN), Preventive Screening and Hepatitis C Care Manager

Reports to: Director of Nursing.

Areas of Responsibility: Function in the LPN role, in the provision of health programs. Develop, manage and maintain a care management program, designed to provide preventive and follow up care management for patients with abnormal results. Prevention efforts will focus on but not be limited to breast, cervical, and colon cancer. Coordinates care and provides care management for Hepatitis C patients. Function as a provider team nurse when other regular nurses are absent from work. Carry out the duties of the Community Action Health Center's (CAHC) Safety Officer.

Major Duties:

1. Play an active role in patient care using the provider led, team-based Patient Centered Medical Home Care Model.
2. Serve as the care manager for Community Action Health Center's (CAHC) prevention and chronic care management efforts.
3. Coordinates care and is the care manager for the Hepatitis C patients.
4. Act as a patient advocate and practice effective patient communication; assist in care management, patient population management, and test tracking as well as supporting patient care by coordinating services with both community resources and other CAHC program areas.
5. Generate and analyze clinical data to identify patients who are in need of prevention or chronic disease screenings. Follow through with clinical data findings to ensure that screenings are completed and in the patients' record.
6. Work with CAHC and the Reproductive Health Program (RHP) provider teams in contacting and scheduling patients identified as being in need of prevention screenings.
7. Work within the LPN's scope of practice performing skills including, but not limited to; administering medications, administering immunizations, assist with minor procedures, wound care, data collection and reporting, basic lab collection, etc.
8. Utilize basic medical knowledge to complete and track referrals, assist with medication refills, answer phone messages, care manage patients and assist in the deliverance of medical advice. Functions as an integral team member, assists the medical provider in the provision of care, helping put patients at the center of the health care system, and assist with providing primary care that is "accessible, continuous, comprehensive, evidence-based, family-centered, coordinated, compassionate, and culturally effective."
9. Maintain a positive and professional attitude, striving to openly communicate with co-workers and patients, breaking down communication barriers when necessary.
10. Provide regular progress updates to the Nebraska Department of Health and Human Service (NDHHS).
11. Participate in ongoing Quality Assurance and Quality Improvement activities as well as other committees as deemed appropriate to the position.
12. Perform monthly safety audits and safety trainings, including public speaking at staff meetings, when needed.

13. Become knowledgeable of community and CAHC resources.
14. Attend staff meetings, trainings, and workshops or classes as requested/required by CAHC Director of Nursing.
15. Honor confidentiality in provision of all services including written and/or oral reports.
16. Perform other duties as assigned.

Working Conditions:

- Clinic environment 90%, 10% training, meetings, and community interaction.
- Well-lit, temperature-controlled clinical setting, with standard medical and office equipment available.
- Work is frequently stressful and requires meeting tight deadlines.
- Work in a highly volatile program in a state of change with many interruptions and interactions.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is above average.

Physical Requirements:

- Ability to frequently bend, stoop, squat, walk and pull drawers.
- Manual dexterity sufficient to operate office and medical equipment.
- Must regularly talk, hear and have close vision ability to record and communicate appropriate documents and records.
- Occasionally lifting and carrying up to 25 pounds.

Minimum Qualifications:

Grade: 7

1. Current Nebraska license as a LPN.
2. Current CPR certification.
3. Valid Nebraska driver's license with good driving record and insured vehicle.
4. Physically and mentally able to perform duties.
5. Available to work irregular work hours including evenings.
6. Able to complete staff trainings, including public speaking at staff meetings.

Grade: 8

1. Meet the qualifications above;
2. LPN-C or LPN with three years of nursing experience preferably in clinical nursing, women's health, public health, or community health nursing.

Grade: 9

1. Meet the qualifications above;
2. Six years of nursing experience preferably in clinical nursing, women's health, public health, or community health nursing.
3. Previous management experience including care management.

Reviewed by Human Resource Director: _____
Signature Date

Reviewed by Health Program Director: _____
Signature Date