

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Health Programs
Job Description

Job Title: RN – Behavioral Health Medication Management and Hepatitis C Care Manager

Reports To: Director of Nursing

Major Duties:

1. Assists the Medication Management APRN in the coordination of Medication Management for Behavioral Health patients;
2. Coordinates care for Hepatitis C patients;
3. Provides Adherence Counseling for Behavioral Health Medication Management and Hepatitis C patients;
4. Provides Care Management for Behavioral Health Medication Management patients and Hepatitis C patients;
5. Orders and administers medications according to written and verbal orders;
6. Maintains a current, accurate inventory of all Behavioral Health medications;
7. Assists patients with completing appropriate applications when eligible for patient assistance medication programs;
8. Coordinates and monitors the need for reordering medications from patient assistance medication programs;
9. Monitors and orders supplies for Medication Management services when needed;
10. Provides and documents education to patients and caregivers about psychotropic medications, Hepatitis C medications, and related medications;
11. Acts as a liaison between internal staff and external health care services (i.e. Referrals, Intensive Outpatient Therapy etc.);
12. Completes all documentation in an accurate and timely manner;
13. Effectively communicates while interacting with patients, patient families and staff;
14. Develop and oversee Quality Improvement efforts;
15. Prepare and submit program reports as requested;
16. Maintain high level of confidentiality with patients;
17. 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, twist, stand and walk.

- 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.
- Physically able to reposition patients and lift arms above shoulder level.

Minimum Qualifications:

Grade: 20

1. RN license for the state of Nebraska.
2. Five years RN nursing experience or two years behavioral health nursing experience
3. Current CPR certification.
4. Valid Nebraska driver's license with good driving record and insured vehicle.

Grade: 21

1. Must meet minimum qualifications above;
2. Eight years RN nursing experience or four behavioral health nursing experience;

Grade: 22

1. Must meet minimum qualifications above;
2. Ten years RN nursing experience or six years behavioral health nursing experience;