



**cascade comprehensive care, inc.**

# Job Description

**Job Title:** RN Case Manager  
**Department:** Case Management  
**Reports To:** Director of Case Management  
**FLSA Status:** Exempt  
**Physical Strength:** Light (L)

**Prepared By:** Xenium  
**Prepared Date:** June 2016  
**Approved By:** Oksen  
**Approved Date:** July 2016

## SUMMARY

This position is responsible for providing ongoing support and expertise through comprehensive assessment, planning, implementation, and overall evaluation of individual member needs. This position is also responsible for promoting continuity of care and cost effectiveness through the integrating and functions of case management, utilization review, and discharge planning by performing the following duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Identifies and develops Care Plans for members enrolled in the Transition of Care (TOC), Special Needs Population (SNP) and Complex Case Management (CCM) programs.
2. Oversees utilization review to determine eligibility, appropriate level of care, quality of care, continuity of care, and cost effectiveness of services provided to the member.
3. Coordinates with local agencies, Primary Care Physicians (PCP), and community resources to identify members in need of Case Management (CM) services by reviewing health risk assessment, chronic disease, inpatient, and emergency room reports.
4. Develops a working relationship with the member, family, and caregivers and serves as an advocate.
5. Regularly attends the Interdisciplinary Care Team (ICT) meetings.

## JOB DUTIES

- Manages the care, coordination, and discharge planning of all members enrolled in the Special Needs Program.
- Develops a Care Plan through assessments of member's needs, condition, environment and medical records.
- Ensures all Care Plan's include the assessment, interventions, measurable short and long term goals, and outcomes.
- Reviews health risk assessment, chronic disease, inpatient, and emergency room reports.
- Provides education for both the member and their family or support system.
- Coordinates with the members Primary Care Physician (PCP), specialist, and other community resources involved in care of the member.
- Maintains a positive working relationship with other agencies and providers including out of area.



- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent in Nursing from two-year college or technical school and two to four years related experience and/or training.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members, providers, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **COMPUTER SKILLS**

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position requires an Oregon Nursing license. Case Management certification (CCMC) is preferred.



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## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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