



THE COQUILLE INDIAN TRIBE

**CLOSES APRIL 27, 2018 AT 5:00 PM**

**Complete application packet should comprise of:**

- Cover Letter
- Coquille Tribe Employment Application
- Resume
- Unofficial Copy of College Transcripts, if applicable

**Job Title:** PURCHASED AND REFERRED CARE NURSE CASE MANAGER  
**Department:** Community Health Center  
**Reports to:** Business Office/PRC Director  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$26.37 hr to \$39.56 hr, DOE  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

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#### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Business Office Director, the Nurse Case Manager assures that eligible members receive high quality, cost effective health care. The CIT Medical Director will provide medical oversight. The Nurse Case Manager will act as an advocate and liaison between patients, their families, and healthcare providers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop and maintain a system for identifying Coquille Indian Tribe (CIT) clients with, high-risk medical conditions. Use evidence-based guidelines to ensure that Tribal Members with high-risk diagnoses are treated in accordance with evidence based practices. Develop and implement individualized care plans for high-risk patients.
2. Maintain appropriate and essential resources and policies to assure the delivery of quality medical and medical case management nursing services. Assess client's ability to access appropriate services within the medical system and provide resources to link the patient with services. Maximize available Alternate Resources, including coordination with other CIT programs and Community Services.
3. Provide case management for chronic and/or complex conditions as identified and prioritized by the PRC Resource Management Committee. Case management is provided via clinic, home or community visits to Tribal members, and with phone follow-up as needed. This may include, but not be limited to;
  - a. Diabetes
  - b. Cancer
  - c. Cardiac and Vascular conditions
  - d. Chronic Pain
  - e. Pulmonary Disease
  - f. End of Life Care
4. Provide case management for patients who are admitted to the Hospital and/or have complex discharge needs.

5. Present caseload, for multidisciplinary care coordination and review, to the CIT PRC Resource Management Committee on a bi-monthly basis.
6. Provide case management for all Elders with a focus on improving the utilization of all exterior resources, navigate long-term care placements, monitor long-term care placement, provide nursing support and monitor the quality and effectiveness of, for in home care
7. Arranges for medical services for patients/clients functioning under established routines and medical protocols and assists with arranging transportation as needed.
8. Determines if health care and supportive services are being delivered as planned, if services are meeting needs, reassesses at appropriate intervals to determine if the patient's condition or situation has changed, and revises goals and plan of services accordingly.
9. Performs physical assessments, recognizing the range of "normal" and the manifestations of common abnormalities.
10. Utilizes the SOAP nursing process in assessing and planning for client care. Subjective, Objective, Assessment, Plan and re-evaluates interventions and repeats the SOAP process as necessary.
11. Assists with the completion of referral forms and preventive appointment scheduling for patients who are due for screening assessments and interventions (e.g. mammograms, colonoscopies, lipid screenings, BP screenings, vaccinations etc.)
12. Creates and manages patient panels in NextGen Population Health to facilitate EHR chronic disease management and wellness care. Uses EHR to document assessments, interventions and care plans, update patient concern list, and preventive screening information.
13. Performs or provide oversight for procedures in the community setting that may be therapeutic and/or helpful to assess the client's immediate health status (e.g. weight, height and abdominal circumference and BMI measurements); vital signs including temperature, pulse and respirations; administering vaccinations, blood pressure monitoring, medication management and/ or administration, blood glucose monitoring.
14. Maintain a system for assuring that PRC eligible users are accessing and receiving age and gender appropriate preventative health care screenings, procedures and assessments in accordance with the PRC Wellness Program.
15. Participate in quality improvement activities for improving care to patients.
16. Provides nursing triage of medical problems during home visits or community activities, ascertaining severity and arranging appropriate services following the Health Clinic's nurse triage procedures.
17. Provides health education to individuals and families about chronic disease, treatments, medications, nutrition, exercise, immunizations, health maintenance and preventive screening tests. Education can be provided to individuals, families and groups in a variety of settings.
18. Participate in Community Health Center (CHC) activities, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native patients and clients in the Health Center vehicles, employee owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge of medical equipment and instruments to administer patient care.
4. Ability to operate an electronic health records system and/or electronic patient management system.
5. Knowledge of medications and injection procedures.
6. Ability to assess the specific age-related needs of patients.
7. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
8. Knowledge of regulations on the confidentiality of medical records (HIPAA).
9. Knowledge of medical terminology.
10. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
11. Ability to make decisions independently in accordance with established medical protocol, standing orders, and policy and procedures.
12. . Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
13. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
14. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
15. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization
16. Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.

#### **MINIMUM QUALIFICATIONS**

- A. Associate Degree of Nursing required. B.S. degree in nursing, preferred.
- B. Licensing: RN Required with OR State Licensure. Must be eligible for appointment to CHC medical staff per CHC credentialing policies.
- C. Experience working in quality improvement, case management or utilization management required.
- D. Intermediate computer skills required with working knowledge of Microsoft Office products.
- E. Experience with EHR population health, integrated chronic disease management and patient portal software desired.
- F. Willingness and ability to adapt individual interventions, programs, and policies to fit the cultural context of the individual, family, or community. Knowledge of Native American culture is desired.
- G. Understanding of Native American culture, health and psychosocial issues preferred.
- H. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- K. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- L. First Aid/CPR certification required or ability to obtain within 90 days of employment.

**Visit [www.coquilletribe.org](http://www.coquilletribe.org) for an application**

**Contact HR at 541-756-0904**

**Submit completed applications to:**

**Human Resources Director**

**Coquille Indian Tribe Administration Offices**

**3050 Tremont St. North Bend, OR 97459**