



Job Title: Nurse Case Manager
Department: Community Services
Reports to: Community Services Director
FLSA Status: Exempt
Salary Grade: \$76,336 – \$114,504
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.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Community Services Director, the Nurse Case Manager works closely with others in the same title to serve as an advocate and liaison between patients, their families, and healthcare providers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Initiates case management care coordination and assessment on new Tribal members and patients. Maintains appropriate assessment documentation.
2. Connects and provides patients with access to resources, specialty services, other medical facilities, and rehabilitation services. Coordinates care between KWC and outside facilities.
3. Manages patient referrals.
4. Reviews patients' medication and charts.
5. Provides case management via clinic, home, hospital or community visits to Tribal members, and with phone follow-up as needed. Attends patients' appointments to advocate for care and resources.
6. Manages Veterans Grant; secures additional funding and grant monies for continuation and expansion of services; prepares and presents reports on the status, activities, and plans for current and future operations.
7. Assists with Special Diabetes Program for Indians, including chart review, assessments, bridging gaps, and diabetes education.
8. Works with Tribal youth in camps and community services programs.
9. Provides health education to individuals and families about chronic disease, treatments, medications, nutrition, exercise, immunizations, health maintenance and preventive screening tests.
10. Participates in KWC activities, as assigned.
11. Other duties, 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 sitting, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional standing, walking, climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting and occasionally outdoors. Occasional evening and weekend work are required. Work involves occasional exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes,

and allergens. 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.

QUALIFICATIONS

1. Associate's degree in Nursing required. Bachelor's degree in Nursing, preferred.
2. Licensing: Registered Nurse Required with Oregon State Licensure.
3. Experience working in quality improvement, case management or utilization management required.
4. Must be eligible for appointment to KWC medical staff per KWC credentialing policies.
5. Intermediate computer skills required with working knowledge of Microsoft Office products.
6. Experience with electronic health records desired.
7. Experience with EHR population health, integrated chronic disease management and patient portal software desired.
8. 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.
9. Understanding of Native American culture, health and psychosocial issues preferred.

10. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
11. 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.
12. First Aid/CPR certification required or ability to obtain within 90 days of employment.