



CEDAR SINAI PARK

love. honor. respect.

JOB DESCRIPTION

TITLE: RN Care Manager
CLASSIFICATION: Non-Exempt
REPORTS TO: Sinai In-Home Care Director
PAY GRADE: 7
POSITION NUMBER(S): SHC-6

Summary

The RN Care Manager works in conjunction with the Lead RN Care Manager and is responsible for ensuring that all nursing services are delivered in accordance with the service plan, organizational policies, Oregon Administrative Rules (OARs) governing in-home care agencies, Oregon Revised Statutes (ORS), and Oregon State Board of Nursing (ORSBN) rules and guidelines. This position is responsible for overseeing client care from start to end of services. The Lead RN Care Manager also manages the Client Care Coordinators and works closely with them to hire, train, and evaluate Caregivers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure all operations and nursing services are delivered in accordance with the client's service plan, organizational policies, OARs, ORS, and ORSBN rules and guidelines.
- Responsible for overseeing client care from start to end of services.
- Advises on the In-Home Care policies and procedures as requested by the Executive Director.
- Serves on the Quality Assurance, Process Improvement Committee (QAPI) and actively addresses issues as they arise.
- Provide relief back-up coverage for other RNs in the office as needed, such as to cover vacation time, etc.
- Assists with interviewing and hiring Client Care Coordinators, and other RN staff.

- Responsible for the development and implementation of caregiver training and competency testing (initial and ongoing).
- Trains or delegates training of all direct care personnel including RNs and Caregivers on the topics of Personal Hands-On Care, Transfers, Medication Administration, Emergency Procedures, and all aspects of safe caregiving practices.
- Manage dedicated caseload of clients with support of office staff and Care Team.
- Conducts or delegates initial screenings and in-person assessments and develops care plans within designated time frame including obtaining all required signatures. Continues to conduct or delegate all follow-up (within 7-30 days after start of service date) and supervisory visits (every 90 days or more frequently as needed) per company policies and state regulations.
- Conducts 90-day Nurses Visits for clients receiving Complex Care or Medication Administration or Assistance.
- Administer medication to clients, as needed and directed according to the Medication Administration Records, and provide direct patient care/nursing services as needed to clients.
- Actively and regularly communicates with clients, approved client representatives, physicians, and responsible parties according to company policy and state regulations.
- Responsible for overall infection control, universal precautions and protocols, implementation of such precautions/protocols, staff training, and accurate recordkeeping (client records and staff training records).
- Inform team/Director as appropriate of any client issues in a timely manner; *immediately* notify office team and Director if there is any situation that may put, clients, staff or company at risk.
- Be aware of issues which may have potential liability for the organization, including issues which may be considered damaging to the reputation of the organization and alert team/Director as appropriate.
- Understand best practices of home care services and implement as such. These are to include: nurse delegation services, medication services, and direct patient care services.
- Performs other duties as directed.

Key Skills and Competencies

Consistent execution of quality customer service. Ethical conduct; assure all company, client, and employee information is handled in a confidential manner. Able to effectively communicate with geriatric and/or confused residents and a variety of other people such as family members, visitors, vendors, Private Duty Residents, and staff. Positive and constructive attitude.

Comprehension of medical terminology, advance keyboard/computer skills.

Basic working knowledge of office equipment such as copier, printer.

Proficiency in Microsoft Outlook, Word and Excel preferred.

Supervisory Responsibilities

- Assists the Lead RN Care Manager with managing RN staff, including on-call nurses, Client Care Caregivers in coordination with the Client Care Coordinators, including interviewing, hiring, training, evaluating, and addressing care-performance issues, with caregivers.
- Supervises the delivery of care provided by direct patient care, and reviews and discusses all cases and care plans at least quarterly with the Care Team.

- Responsible for providing Caregivers training to ensure accurate completion of MARs/ Narcotic Count Sheets.

Working Environment & Physical Demands

Works in a well-lit and well-ventilated facility. May be exposed to confused, belligerent or physically aggressive residents, may be exposed to contagious diseases and mental stress. Subject to frequent interruptions. Manual dexterity, good vision, hearing required.

TASK	WEIGHT	DISTANCE	FREQUENCY
Moderate Lifting	25-59 #		0-15 x day
Light Lifting	0-24 #		0-25 x day
Moderate Carrying	25-59 #	1-20 ft.	0-20 x day
Light Carrying	0-25 #	0-350 ft.	0-75 x day
Reaching Above Shoulder	5-10 #		0-3 hr day
Pushing/pulling hand cart, truck (may go up and down ramps)	300#		0-10 x day
Repeated Bending/Squatting			0-3 hrs x day

Required Education

Associate or Bachelor’s degree in Nursing and 1-3 years nursing experience.

Required Experience

2 or more years similar experience required. Previous experience working with senior and/or disabled adult population required.

Familiarity with electronic clinical records systems required.

Required Licenses & Certifications

Current, valid, licensure as a Registered Nurse and in good standing with the Oregon State Board of Nursing.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time or without notice.