Healthcare Professional Job Descriptions – Case Manager

Job Description:

Works as a local contract or traveling healthcare professional at a Health Carousel client facility, and in accordance with the limitations and scope of care in accordance with the applicable state practice act. Coordinates w/ physicians, staff, and other healthcare providers regarding patient care. In conjunction w/ physicians, develops treatment plan, monitors all clinical activities, makes recommendations for alternative levels of care, identifies cost-effective protocols, and develops guidelines for care. Provides hospital case management, utilization review and discharge planning to assure that the patient progresses through the continuum of care and is discharged to the least restrictive environment. Coordinate the integration of the social service function into patient care. Ensure compliance with quality patient care and regulatory compliance. Performs required duties at a high level, with minimal orientation. May be required to “float” outside of primary assignment location to another clinical assignment for which s/he is qualified to work. Remains flexible regarding work schedule to meet client staffing requirements.

Job Knowledge / Responsibilities:

General Duties

- Monitor the care plan to ensure the effectiveness and appropriateness of in-patient services; ensure that services are being delivered and meet the needs of the client upon discharge.
- Assess the physical, functional, social, psychological, environmental, and financial needs of clients/patients; identify a cost-effective comprehensive plan to meet the families’ service needs, and implement the plan.
- Provide referrals to appropriate community resources; facilitate access and communication when multiple services are involved; monitor activities to ensure that services are actually being delivered and meet the needs of the client; coordinate services to avoid duplication.
- Assess the client’s formal and informal support systems.
- Monitor client’s progress toward goal achievement and periodically reassess changes in health status.
- Act as patient advocate; identify and develop new community resources; assist with problem solving.
- Perform related duties and responsibilities as required.

Documentation

- Properly and accurately documents/charts observations and other data related to the clinical condition of the patient.

Age Specific

- Delivers age appropriate care for the patient population.
Continuing Education
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Attends and participates in continuing education programs to monitor proficiency, expand current knowledge and enhance professional excellence. Willingly shares knowledge and provides clinical orientation to other members of the staff.

Confidentiality
- Preserves and protects patient and client confidentiality in all situations and with all documentation.

Safety
- Maintains safe and clean working environment by complying with safety procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Follows hospital policy when disposing of biohazardous materials, labeling and handling of all materials.

Compliance
- Adheres and adapts to client goals, objectives, and standards of performance, policies and procedures.
- Complies with all Health Carousel policies

Attendance Punctuality
- Maintains consistent and reliable attendance and complies with company guidelines on attendance.
- Demonstrates professionalism as a contract healthcare professional by being punctual and dependable for assigned/confirmed shifts.

Physical Requirements:
- Standing or stooping for long periods of time.
- Mild physical labor to complete the tasks at hand.
- Exposure to blood, chemicals, and other bodily fluids.
- Other physical demands that coincide with the duties of a Case Management professional.

Qualifications:

Education
- Bachelor’s degree, or equivalent experience, in nursing or health related field.
- Masters degree preferred.
- Graduate of an accredited school of nursing.

Licensure
- Licensed (or eligible for licensure) as required in the state of practice.
- Able to practice within their profession per state guidelines.

Certification
- Certifications appropriate to the position and clinical setting
Experience
• One or more years of recent case management experience preferred.
• Previous experience as a traveling case manager is preferred for travel assignments

Systems Experience
• Basic computer knowledge (Word and Excel) and skills in case management information systems is desirable.

Clinical Settings
• BLS / CPR and other certification as determined by specialty and clinical setting Able to meet the physical requirements of the position
• For clinical settings, additional requirements may apply and change without notice, including, but not limited to, competency assessment, criminal background check, health clearance and hospital compliance training.

Company
• Successfully pass Company pre-employment drug test and periodic and random thereafter
• Effective time management skills
• Proficient verbal and written English communication skills
• Two professional references
• Citizen of the United States or authorized to work in the U.S.
• Additional requirements may be applicable by client assignment.