

Bear River Association of Governments

Job Title: Registered Nurse
Department: Area Agency on Aging

FLSA: Non-Exempt
Grade:
Effective Date: 6/15/15

GENERAL PURPOSE:

The Registered Nurse performs a variety of professional duties related to the administration of the Aging Medicaid Waiver and New Choices Medicaid Waiver Programs including but not limited to determining client eligibility, assessment, Level of Care medical screening, care plan development and service coordination. Services are mainly provided in the client's own home or the home of a loved one or caregiver; however, services may be provided to new applicants prior to discharge from a hospital or nursing home.

SUPERVISION RECEIVED:

Works under the supervision of the Area Aging Services Director

SUPERVISION EXERCISED:

None

EXAMPLES OF DUTIES:

Provide district wide assistance to potential and current Aging Medicaid Waiver and New Choices Medicaid Waiver individuals to help them remain in their own home or home of a loved one including but not limited to the following activities:

- Client Assessment
 - Conduct an initial comprehensive assessment using the DAAS/DOH approved assessment tool.
 - Conduct a comprehensive annual re-assessment within 12 months of the initial assessment or whenever indicated by a health status change.
- Completion of Level of Care (LOC) Process
 - Certify at initial assessment and annual reassessment that the client meets the required medical level of care.
 - Screen client's level of care at the time of a substantial change in the individual's health status including at the conclusion of an inpatient stay at a medical facility.
 - Coordinate with SSW Case Manager when there is any change in client's condition that requires a LOC screening.
 - Review quarterly summary to verify LOC.
- Completion of Care Planning Process
 - Develop initial and annual comprehensive care plan with client and SSW Case Manager using participant directed/person centered strategies.
 - Approve/deny the provision of liquid meals as needed.
- Maintain Documentation
 - Keep case files in compliance with program policies and procedures.

- Maintain a written summary of all RN activities in the client case file.
 - Complete all required forms and documentation by the established deadlines.
 - Maintain updated assessment information, LOC determination information, and other required documentation in the designated client case files, and keep in locked file cabinets to ensure confidentiality.
- Use interpersonal skills and work habits, to serve the needs of clients, providers and co-workers.
 - Maintain skills and knowledge of program policies and procedures by participating in required trainings, staff meetings, and other educational events.
 - Understand unique needs of seniors and effectively advocates for senior issues.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Current licensure as a Registered Nurse in the State of Utah.
- B. At least one year of experience working with the elderly.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of and experience in the provision of assessment, care planning, care coordination, crisis intervention, gerontology, and community resources and agencies available to assist the elderly.

Accurately assess physical, social, mental, and emotional status of elderly clients using participant directed/person centered strategies. Effectively mediate differences among individuals and groups, work cooperatively in a multi-disciplinary team, establish and maintain effective working relationships with clients, staff, and the public.

Effective oral and written communication including good interviewing skills.

Ability to use Word, Excel, Access, Power Point software.

SPECIAL QUALIFICATIONS:

Requires a valid Utah Driver's License and travel in Cache, Rich, and Box Elder counties.

Requires ability to meet with consumers in their place of residence including their own home, home of a loved one, nursing home, or other arrangement.

Must be able to pass a criminal background check.

Fluency in Spanish preferred.