

SENIOR RESOURCES JOB DESCRIPTION

POSITION TITLE: Registered Nurse Supports Coordinator
REPORTS TO: RN Supervisor
APPROVED BY: Waiver Director
STATUS: Exempt

GENERAL DESCRIPTION: Supports Coordinators use their educational, communication and observational skills to perform an assessment of participants' functional and medical care needs according to the MI Choice Home and Community Based Services program guides. Using a person-centered approach, the Supports Coordinator then plans for care to meet these needs and implements the plans of care to provide long term services to assist the participant to remain in an independent home environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct functional assessment of participant health needs.

Using a person-centered approach, develop a plan of care in conjunction with participant, all allies participant wishes to be involved in the planning process and participant's physician. Assist participant with setting both frequency and duration of services, and implement plan as approved by participant.

Seek clinical consultation from supervisory staff as needed to assure high quality plans of care.

Monitor participant's condition and provision of service pertaining to participant's plan of care. Adjust plan as determined through reassessment or normal monitoring. Maintain communication with participant's family and physician. Serve as participant's advocate.

Maintain participant's files and pertinent program records.

Review and utilize current information on geriatric and chronic care nursing as part of meeting participants functional and medical care needs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, certification, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Must possess a valid Michigan driver's license.
- * Must have reliable transportation and provide current proof of automobile insurance.
- * Must have a current Michigan Registered Nursing License.
- * Must be CPR certified.
- * Must have test for tuberculosis upon hire, and annual review of symptoms thereafter.
- * Must pass background checks.

EDUCATION and/or EXPERIENCE: Bachelor's of Science in Nursing or a Registered Nurse with an Associates Degree or Diploma and two to three years of experience. Minimum of one-year home care experience preferred. Must have a current State of Michigan Registered Nurse license. Experience working with the elderly and/or disabled adults preferred.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of regulations and instructions and deal with several abstract and concrete variables. Ability to analyze environmental factors in relation to a participant's well-being.

OTHER SKILLS & ABILITIES: Ability to work well with people on a personal basis. Ability to work independently and in a team approach. Working knowledge of health-related service delivery system and community resources available.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, and program standards and guidelines. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from participants, providers, educators, social service personnel and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

TECHNICAL SKILLS: Basic typing skills, Microsoft proficient, ability to use the internet, printers, copiers, scanners and password management.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to be able to talk and hear. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand and walk.

While performing the duties of the job, the employee is required to lift and/or move up to 20 pounds. The employee must be able to travel in all kinds of weather and have reliable transportation.

PROTECTED HEALTH INFORMATION (PHI) ACCESS LEVEL: This individual will be required to access Protected Health Information (PHI) in order to carry out the essential functions of this job. The PHI Access needed by the employee to perform the essential functions of this job include:

Medicaid Waiver/Care Management/Case Coordination Programs

Complete access to all PHI in the client and MICIS databases

Complete access to all PHI in client chart (medical) files

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Approvals:

Employee Signature

Title

Date

Employee Name Printed

Supervisor Signature

Title

Date

Supervisor Name Printed