



JOB POSTING
MSSP – Nurse Care Manager
(Part-Time ~ 20 hours per week, M-F)

The Napa Solano site for the Multipurpose Senior Services Program (MSSP), a division of Choice in Aging, has an opening for the **Nurse Care Manager (NCM)**. The NCM plays an integral role ensuring Napa Solano's frail elder population remain living independently. The **part-time** NCM provides healthcare services for the frail elderly with the objective of preventing or delaying inappropriate nursing home placement.

The Position: The Nurse Care Manager (NCM) will evaluate potential clients as a total person and identify the functional and health limitations that impede independent living. The NCM is responsible for the following activities:

Essential Functions:

Client Selection/Assessment

1. Screen applicants to MSSP using established criteria and screening forms.
2. Conduct enrollment visits to pre-screened clients to assess eligibility and enroll per program criteria.
3. Conduct in-depth assessments according to MSSP protocol.
4. Reassess clients every 12 months or as necessary.
5. Certify clients' eligibility based on California Department of Aging MSSP protocol.

Care Management

1. Complete Assessments and/or reassessments for clients following MSSP protocol.
2. Certify all clients' Level of Care within 364 days each year.
3. Develop care plans for each assigned client following MSSP protocol (NCM does not typically carry a caseload).
4. Coordinate services for clients as necessary.
5. Monitor health/psychosocial changes in clients through contacts with client, family, and professionals.
6. Provide care consultation to Social Work Care Managers.
7. Arrange medical/social services for clients within budgetary and contractual guidelines.
8. Plan termination of services for clients as appropriate using MSSP protocol.
9. Refer to APS or CPS any suspected cases of abuse, neglect or exploitation.
10. Work in liaison with health care/social service coordinators of other agencies.

Record Keeping

1. Complete all required documentation of care management activity for assigned clients using MSSP protocol.
2. Supply specific data to management as required.
3. Provide data for reports required by California Department of Aging (CDA).

Service Provision

1. Maintain current resource lists on service providers/vendors.
2. Assist with ongoing evaluation of service providers by sharing information with colleagues and management as needed.

Outreach

1. Participate in public relations and care finding activities to increase number of clients and in development of MSSP.
2. Give feedback to all referring parties regarding appropriateness of referrals and capacity of MSSP to address identified needs.

Miscellaneous

1. Participate in RSNC and CDA meetings.
2. Participate in MSSP weekly care management conferences and quality assurance activities.
3. Participate in professional meetings, conferences and workshops.
4. Experience using a computer to enter client data and access electronic medical records.
5. Perform other duties as required to enable the unit to maintain its service commitment and work as an effective interdisciplinary team.

Determinants of Success:

1. Demonstrates proficiency in evaluating, monitoring, and determining unmet needs of the client and arranging age specific care to work towards the goal of independent living.
2. Communicates effectively to develop collaborations with physicians, other health professionals, team members, the client and their family, and community contacts to ensure client receives appropriate care. Negotiates and advocates on behalf of the client when necessary.
3. Demonstrates personal resourcefulness and control in responding appropriately to emergency situations. Uses flexible approach in dealing with issues, problems and changes.
4. Displays personal organizational skills, appropriate task prioritization and discipline to maintain smoothly operating program. Looks for way to improve operation.
5. Works and communicates well with the entire MSSP staff.
6. Completes all required documentation accurately and in a timely manner.

Minimum Qualifications:

1. Bachelor's Degree in Nursing (public health, health education, health administration, gerontology, or equivalent),
2. Three years experience, two of which are in public health, geriatrics preferred;
3. Hold a valid current license to practice nursing in the State of California; and have a public health certificate issued by the State of California.
4. Position requires extensive client contact by phone and in person.
5. NCM must have the ability to communicate in English in both written and verbal forms.
6. There will be frequent travel to clients' homes throughout the entire County.

7. Must have valid California Driver's license, clean DMV record and automobile insurance.
8. The NCM must possess skills to manage care for vulnerable crisis-prone clients with diverse medical and social problems.
9. Computer literacy to work on electronic data management system.
10. Current first aid/CPR certification required.
11. Must pass Department of Justice fingerprint clearance.

Hours & Benefits:

- Monday – Friday: schedule to be determined
- 20 hours per week
- Health, Dental, Vision, Retirement plan, Life & Long Term Disability as well as a generous PTO plan.

Application: Respond via job posting or fax resume and cover letter to Attn: Nurse Care Manager.
Fax: (925) 849-1784.

Please note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position.

No phone calls please.

Visit www.choiceinaging.org for information about MSSP and Choice in Aging.

Multipurpose Senior Services Program is a program of Choice in Aging.
Choice in Aging is an Equal Opportunity Employer