

**NORTHERN CHEYENNE TRIBE
TRIBAL HEALTH PROGRAMS
Job Advertisement**

POSITION: (RN) Care Coordinator 2 (T-HIP) **SALARY:** \$ 34.00

DEPARTMENT: Northern Cheyenne Tribal Health Improvement Program (THIP).

ACCOUNTABLE TO: Director of T-HIP

STATUS: Regular Full time – Exempt

OPEN: 3/24/2021

CLOSES: 4/7/2021 @ 4:00 PM

How to Apply:

1. Submit a completed Northern Cheyenne Tribe application
2. Resume'- current and up to date
3. Three (3) signed current (within 1 year) letters of recommendations (one must be past/present employer)
4. If claiming Tribal Preference, a Tribal I.D. or Tribal Certification
5. If claiming Veterans Preference, a copy of your DD214
6. Copies of credentials or certified copy of transcripts
7. Copy of and possess a current, active, full, and unrestricted license or registration as a professional nurse from a State or territory of the United States
8. Current copy of Driver's License
9. Must have a good driving record and be insurable with our company
10. Must have current CPR certification (or obtain certification within 90 days of hire)
11. Must have Basic Life Support certification (or obtain certification within 6 months of hire). Advanced Cardiac Life Support preferred.

Please submit to:
Northern Cheyenne Tribe
P.O. Box 128, Little Wolf Capitol Building
Lame Deer, Mt. 59043
Attention: Human Resources Office

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department
And FORWARDED to the Programs/departments.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE ADVERTISING
PROGRAM**

SUMMARY OF WORK:

The purpose of this position is to serve as a member of the THIP nursing team. The team will utilize clinical practices, including planning and arranging the delivery of home, school, and community services in order to maintain continuity of comprehensive care. Utilize managed care techniques with special emphasis on nursing care, Covid follow up, case management and clinical reviews that promotes efficient and effective use of health care resources by focusing on the patient and family to provide a seamless continuum of care. The RN Care Coordinator ensures T-HIP members receive quality Patient Care.

JOB CHARACTERISTICS:

NATURE OF WORK: Provides care coordination services in which is the core base building block for the T-HIP, serving eligible members identified by the DPHHS as high cost or high risk. Works towards implementation of Tiers 2 and 3, which are health promotions disease preventions programs targeted to a large population.

PERSONAL CONTACT: Personal contacts are with designed patients and family members, and care team including: I.H.S. clinicians, NCTBH providers, and NCTBH programs both clinical and non-clinical. A wide range of contracts with outside agencies and consultant will also be part of the workload.

SUPERVISION RECEIVED AN CONTROLS:

The RN Manager will supervise case managers under the direction of the T-HIP Director and receive direction from the Medical Director, which may or may not be remotely contracted position. The RN Manager will plan, schedule and carry out nursing care and handles problems and deviations independently in accordance with previous training, instructions, policies, accepted nursing care practices and the assigned patient care plans. Emergencies or unusual problems are reported to the supervisor as appropriate.

ESSENTIAL FUNCTIONS:

This position involves the understanding of the patient care plan and medical history, the nature of illnesses or diseases, and the standards established by the nursing care team. The work comprises a segment of the nursing care program. The work affects the attitude of patient's and accuracy and acceptability.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Ability to provide and implement plan of care based on the nursing process and standards of care as follows; including but not limited to:
- Assess acute and chronic condition including physical, psycho-social, and educational needs as it pertains to patients located in the service area.

- Observe and assess patient conditions: recognize, identify and interpret serious situations and immediately decide proper action.
- Perform Head to Toe assessment and evaluate consistent with patient care standards of care.
- Plan and modify nursing care as needed. Administer therapeutic measures as prescribed by the physician.
- Implement a plan of care in coordination with the patient, as indicated by the patient's condition, age, and medical history. Develop age specific standard of care and includes programs, expected outcomes (patient standard of care), deadlines, and interventions/plans of action, therapeutic measures, and nursing interventions for all patients.
- Maintain an up-to-date and accurate electronic health record in DAPHNE by documenting nursing intervention for patient care (assessment, evaluation, and/or observations) to ensure on-going and continued quality of care, in accordance with the evidence-based practice. This is done promptly and appropriately.
- Regularly evaluates plans of care with patients, providers, Covid follow up and a care team as needed, develops mutually agreed upon goals and provide patient/family education and behavior change coaching.
- Engages patients to take an active role in maintain and/or Improving their physical and mental health.
- Develops plan of care for hospital transitions in order to identify factors to decrease the likelihood of readmission.
- Ensures case managements is implemented and managed to improve continuity and quality of care.
- Provide health education in 1:1 or group setting as needed e.g. diet, exercise, diabetes, arthritis.
- Refers patients to a variety of resources, including but not limited to, nutrition, social work, behavioral specialist, diabetes education.
- Contacts patients who utilize Emergency Room (ER), Urgent Care, or have been hospitalized within 24 hours of discharge notice to determine the reason for the visit or hospitalization and works with patient to develop a plan to avoid those facilities.
- Coordinates care for complex cases or those patients seeing multiple specialist
- Other duties or special projects as assigned.

JOB REQUIREMENTS:

Knowledge: Must have the knowledge and skills enough to serve on a multi-disciplinary team. The nursing care assignments involve an understanding or/and systematic review and systematic analysis of the patients medical/nursing history and nursing care plan so that nursing care is tailored to the patient's needs.

Skills: This position requires proficiency and have a strong working knowledge of electronic health records systems, clinical software and Microsoft Office applications.

Abilities: Ability to successfully function in a fast-paced service-oriented environment under limited supervision. Experience in understanding and usage of computers as well as the ability to learn applications relevant to the position. Must be able to effectively use Microsoft Office, including Microsoft Excel, Outlook, and web-based programs. Must have physical capability to be able to lift/assist patients to and from vehicles and/or wheelchairs. Candidate must also be able to move equipment and medical supplies as needed.

WORK ENVIRONMENT:

Indoor, office/community setting: travel to various communities and schools to provide services. The work environment involves everyday risks or discomforts that require normal safety precautions. There is common exposure to contagious disease, blood and body fluids. There is some degree of risk present in working with violent or emotionally disturbed clients or substance abusers.

Knowledge Required by Position

1. RN Associates Degree required, BS/BA/BSN preferred.
2. Current MT RN license
3. Minimum of (2) years of clinical nursing experience in an outpatient setting required or (2) years' experience coaching individuals with complex and/or chronic conditions
4. Prior experience in care coordination in a community setting or primary care practice highly preferred
5. Must have and maintain current MT Driver's license. Show proof of insurability and clean driving record.
6. Must have the knowledge and skill sufficient to communicate effectively and diplomatically within a multi-functional team environment including collaboration with the Indian Health Service, Northeast Montana Health Service, and other community agencies.
7. CCP Certified.
8. Ability to successfully function in a fast paced, service-oriented environment under limited supervision
9. Experience in understanding and usage of computers as well as the ability to learn applications relevant to the position. Must be able to effectively use Microsoft Office, including Microsoft Excel, Outlook, and web-based programs.

Minimum Qualification Requirements

- Associates Degree in nursing or related and three (3) years' experience. Bachelor's Degree preferred.
- Must have current Montana Driver's License. Show proof of insurability and clean driving record.
- Must complete Chronic Care Professional (CCP) Health Coach training and pass the CCP certification examination within six (6) months of hire date.
- Must obtain CPR certification within ninety (90) days.

EDUCATION AND EXPERIENCE:

- RN Degree required; BS/BSN preferred.
- Candidate must have a current and in good standing - Montana Registered Nurse License.
- Must complete Chronic Care Professional (CCP) Health Coach Training and pass the CCP certification examination within six (6) months of employment.
- Minimum of (5) five years of clinical nursing experience in an outpatient setting required or (5) five years' experience coaching individuals with complex and/or chronic conditions.
- Prior experience in care coordination in a community setting or primary care practices highly preferred.
- Minimum of (5) five years of experience managing clinical staff.
- Must have current CPR certification.
- Basic Life Support certification required.
- Advanced Cardiac Life Support required.