

## **Nurse Case Manager**

The position of Nurse Case Manager functions within the Psychiatric Department at the Institute for Human Resources. This position has the primary responsibility for medication management of a specific caseload of persons with mental illness.

**SUPERVISED BY:** Dr. Puga, M.D./Sherri Bowald, APN

**POSITIONS SUPERVISED:** None

**EXEMPT STATUS:** Full-time, Non-Exempt

**HOURS:** Scheduled to work 40 hours per week, with 30-60 minute lunch break each working day.

### **QUALIFICATIONS:**

**EDUCATION:** Licensed Practical Nurse or Registered Nurse Degree

- Knowledge of psychotropic medications and their side effects preferred.
- Must be able to interface with physicians, nurse practitioners, pharmacists and other providers/professionals on behalf of clients
- Must be able to develop and maintain positive professional relationships with children and adults with severe and persistent mental illnesses.
- Must demonstrate and maintain healthy sense of boundaries when working with clients.
- Must be able to communicate effectively, using English as the primary language, in both written and verbal form.
- Must be able to function effectively as a member of a team.

**EXPERIENCE:** One-two years experience preferred working in field with persons with disabilities or a chronic condition.

**OTHER REQUIREMENTS:** The candidate for the position must have a valid driver's license and a good driving record. They must have a dependable vehicle available for use on the job. They must have a cell phone.

## **CLINICAL RESPONSIBILITIES:**

1. Will accurately assess clients' symptomology and response to medications, and act in a clinically appropriate manner when a significant change in an individual's status occurs.
2. Will train and assist clients in the self-administration of medication and will administer injectable medications.
3. Will consult with physicians, pharmacists, nurse practitioners, physician assistants and other professionals as needed to ensure clients' physical and psychiatric medical needs are met.
4. Will be familiar with clients' treatment goals, and will keep the treatment team informed of clients' medication issues and needs.
5. Will periodically provide education to staff on such topics as psychotropic medications, first aid, universal precautions and first aid.
6. Will conduct skills training for clients on such topics as medication management and symptom management.
7. Will follow all IHR policies and procedures. Will abide by the Mental Health Code of Illinois. Will abide by the Confidentiality Act.
8. Will maintain inventory of pharmaceutical samples.
9. Will assist clients in process of patient assistance programs for medications.
10. Will assist psychiatrists and nurse practitioner as needed.

## **SAFETY RESPONSIBILITIES:**

1. Will work to ensure the safety of staff and clients in his/her work environment.
2. Will cooperate with the Safety Committee as directed by supervisor.
3. Will document any unusual incidents and forward to the attention of the Executive Director, with a copy to immediate supervisor.

## **TRAINING:**

1. Will participate in intra-agency training events as scheduled.
2. Will further professional growth as directed by supervisor, which may include such activities as conferences, workshops, or classes; or maintaining membership in your professional organization.
3. Will keep current in continuing education credits as required for all job related licenses or certifications.

## **OTHER RESPONSIBILITIES:**

1. Maintain client records in accordance with Illinois regulators, funders, and IHR standards.
2. Will complete all paperwork in a timely manner.
3. Will meet stated yearly target billing goal.

4. Will participate in agency and departmental meetings as assigned by your supervisor.

My signature on this document signifies that I have read and understand the above job responsibilities and skill requirements. I understand that this document is not to be construed as a binding contract between IHR and myself.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date