

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Nurse Care Manger (Registered Nurse)

PAY RANGE: \$38.73-57.00

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: The Nurse Care Manager will work closely with provider teams to support patients in the spirit of the mission and vision of Quil Ceda Creek Counseling Company. The focus of this position will be integrating primary care and chronic disease management within the Opioid Treatment Program (OTP) setting. Continuity of care in chronic disease management (Hepatitis C, Hypertension, Type 2 Diabetes, and Mental Health). Transitional Care (Monitoring patients across different healthcare settings and medical providers).

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Medical Director

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Associates Degree in nursing.
- Bachelor's degree in nursing *preferred*.

SKILLS:

- Skills in the operation of a personal computer and standard office programs and equipment.
- Ability to maintain good personal and ethical boundaries. Empathy and good communications skills. Motivational interviewing skills or a desire to learn MI.
- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.
- Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.
- Knowledge of the current medical practices in primary care, mental health and addiction medicine. Management of sexually acquired illnesses, Hep C, family planning and familiarity with prenatal care beneficial.

EXPERIENCE:

- Five (5) years' experience of professional work as a Registered Nurse
- Substance abuse treatment preferred.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Valid and unrestricted Washington State Driver's License.
- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the **Nurse Care Manager** are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Conducts comprehensive assessment of patients, including acute and/or chronic health problems.
- Works with a multi-disciplinary team providing targeted care management, education, and training services to patients and staff.
- Assists with the identification of patients with special health care needs/chronic diseases.
- Carries out care plans, evaluates, monitors on a regular basis, and effects changes as needed.
- Develops method of tracking patient compliance to clinical guidelines and plan of care.
- Triage telephone calls from patients.
- Provides direct wound care for patients as needed.
- Ensures patient confidentiality as defined by HIPAA and the medical facility.
- Records and documents health information necessary to maintain, coordinate and /or expedite required services and quality improvement programs.
- Develops, conducts, and evaluates formal or informal in-services and educational programs in area of expertise.

- In support of the research process, contributes ideas, collects data, shares knowledge, and applies new findings to practice.
- Participates as a team member in the provision of medical and health care, interfacing with professional colleagues to provide comprehensive care. Is encouraged to participate on committees and attend required meetings, and in-services.
- Develops and teaches relevant disease education classes as required.
- Monitors for regulatory compliance.
- Documents phone calls and face to face encounters with patients, as well as submit billing documentation and coding in a timely manner to ensure proper reimbursement of services provided.
- Practices universal blood and body fluid precautions, appropriately handles hazardous materials, and follows OSHA regulations per approved policies and procedures.
- Develops and maintains client files to meet all local, state, and federal program requirements.
- Performs other duties as assigned.
- Adheres to all QCCCC Policies.

TERMS OF EMPLOYMENT: This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.