

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title: Public Health Nurse Case Manager**

**Department: Health & Wellness Center**

**Hourly Rate: \$26.00      Full Time: 40Hrs/Week**

**Exempt: Yes**

**Supervisor: Community Health Nurse, Clinic Administrator**

Posting Date: In-House

Opens: December 3, 2020

Closes: December 9, 2020 at 4:30 pm

Posting Date: Public

Opens: December 14, 2020

Closes: December 31, 2020 at 4:30 pm

**Posting Date: Public**

**Opens: January 11, 2021**

**Closes: Open Until Filled**



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**Summary:** The Public Health Nurse Case Manager will have a smaller caseload of clients with complex health and behavioral health issues. Services are provided to clients with mental health and substance abuse illnesses. Provide quality patient care via the development, implementation, and evaluation of individual patient care plans. The PHN case manager is a liaison between the agency, patients, and their families. The PHN case manager will coordinate resources and services for these clients as well as work with other Health & Wellness Center programs to assist in providing an integrated health care system.

**Essential Duties and Responsibilities** include the following.

- Function as client advocate in the healthcare and social service systems. Assist clients with navigation and resource allocation in these systems.
- Assume primary responsibility for patient/family caseload that includes the assessing, planning, implementing, and evaluating phases of the nursing process.
- Initiate communication with providers/counselors, other staff members, and other agencies as needed to coordinate optimal care and use of resources for the patient/family.
- Determine the eligibility of clients for enrollment into the Comprehensive Community Services program
- Responsible for the delivery of competent, quality patient care in the home.
- Maintains an ongoing responsibility for assigned caseload
- Meet regularly with Bad River Health & Wellness Center staff to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth
- Obtain data on physical, psychological, social, and spiritual factors that may influence patient/family health status and incorporate that data into the plan of care.
- Provides skilled nursing care that conforms to Bad River patient care and general medical policies.
- Ability to do physical and behavioral health assessments
- Maintain up-to-date patient records so that problems, plans, actions, and goals are accurately and clearly stated, and changes are reflected as they occur.
- Develop and maintain a referral system for local agencies to use to obtain Bad River case management services for clients.
- Identify and contact local /regional supportive agencies (i.e. behavioral and AODA services) to refer clients to.
- Develop and maintain effective working relationships with coworkers and professional contacts.
- Adhere to strict boundaries and professional ethics in the care of clients.
- Actively participate in client and program-related meetings or training.
- Conducts crisis intervention as needed.

- Develop a case management plan and goals for each client.
- Assist clients in obtaining the necessary resources to achieve case management goals.
- Continually monitor and evaluate client's progression through the case management plan and adjust to meet client goals as needed.
- Maintain current and accurate documentation of case management activities with clients.
- Attend program-related community, coalition, and committee meetings as assigned.
- Maintain data on case management activities.
- Strictly adhere to all HIPAA and associated agency guidelines (.e. grant, state, federal)
- Develop policies and procedures as assigned to support the program.
- Recognize the importance of family, social networks, and community in planning and meeting client goals. Involve these support systems as much as possible.
- Ability to do drug testing/ Urinalysis
- Obtain consent for referrals & consultations
- Identify service gaps and help to address unmet needs in the system.
- Maintain grant compliance, budgets, and grant reporting to the IHS Regional Officer
- All other duties as assigned
- Assist other Public Health Nurses including assuming primary responsibility for patients when necessary
- Provide services to help clients reach their goals including medication management, non-emergency medical transportation, etc.
- Provide education on chronic disease management, behavioral health issues to both clients and the community.
- Accept other assignments as appropriate.

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

**Education and/or Experience:**

**Required:**

Current Wisconsin RN License

Bachelor's prepared nurse

Experience as an RN Case Manager (1+ years)

Must be willing and able to do fieldwork and attend program-related training.

Must be willing to do Case management training, certification preferred

**Preferred:**

Master's degree

5+ years' experience in case management

**Other Skills and Abilities:**

**Required:**

This is a required driver position, must possess a valid driver license, and meet eligibility for tribal insurance.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This position requires a driver check, to meet eligibility for tribal insurance.

**Language Skills:**

Must possess strong written and oral communications skills, must be familiar with current GPS mobile devices, and the ability to read a map.

**Reasoning Ability:**

Good interpersonal skill and ability to work with individuals and families with objectivity and courtesy. Understanding of whereabouts of surrounding medical facilities preferred. Ability to deal with frequent change, delays, or unexpected events. Diligent attention to detail and safety (such as observing safety and security procedures, adapting driving style to bad weather conditions, etc.)

**Physical Demands:** The physical demands described here are representative of those that must meet 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.

Ability to sit for long periods. Must be physically able to make home visits and/or transport clients. Position requires some walking, standing, bending, stooping and occasional lifting up to 50lbs. Subject to inside and outside environmental conditions, and occasional smoking environment.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the working environment is usually moderate. Subject to inside and outside environmental conditions, exposure to outside weather conditions, and driving within the conditions of it, exposure to adverse conditions while assisting customers in and out of a vehicle and occasional smoking environment.

**Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)