



## **JOB DESCRIPTION**

**TITLE:** Nurse Case Manager

**CLASSIFICATION:** Exempt/Full Time 37.5 hrs per week

**PROGRAM/DEPARTMENT:** AIDS Case Management

**IMMEDIATE SUPERVISOR:** Site Supervisor

### **SUMMARY OF POSITION RESPONSIBILITIES:**

Under the direction of the Site Supervisor and in coordination with the Clinical Social Worker, the Nurse Case Manager attempts to improve the quality of life for persons living with AIDS or symptomatic HIV disease. The Nurse Case Manager is responsible for overall coordination of services for an assigned caseload. Assessments are conducted through home or office visits.

### **GENERAL DUTIES:**

1. Overall Service coordination including:
2. Conducting telephone conversations with social work staff, physicians, nurses to discuss clinical status and issues.
3. Assess the need for referrals (emotional support, attendant care, mental health and/or substance abuse tx) and make appropriate referrals.
4. Assess client for and assist in managing crisis situations.
5. Confer with physicians regarding viral loads, TB tests and other clinical issues. Advocate as necessary.
6. Supplies client statistical data for data processing/and computer entry accurately and in a timely manner (Ex. CMP data forms).
7. Complete documentation as required.
8. Responsible for an active participation in the quality assurance process.
9. Maintains caseload and provides PRN nursing as determined by Social Work Case Manager
10. Participates in weekly case conferences.
11. Assist in generating client referrals in accordance with contract guidelines and regulations.
12. Must be sensitive to the needs of people of color and others with AIDS/HIV.
13. Other related duties as assigned.

### **QUALIFICATIONS:**

1. Licensed as a Registered Nurse in the State of California.
2. Two years experience as an RN, One year in community nursing
3. B.S. PHN preferred. Three (3) years experience may be substituted.

**SCHEDULE:** Monday – Friday, 8:30 a.m. – 5:00 p.m., Some evenings and weekends.

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Employee Signature

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Date