

South Central Primary Care Center Inc.

JOB ANNOUNCEMENT:

Posting Date: April 26, 2021

Closing Date: Until filled

Position: Case Manager

Location: Ocilla

General Summary:

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With independent or guided direction, case managers are registered nurses (RNs) who develop, implement, and evaluate individualized patient care plans. They act as social workers, advocate patient welfare, and serve as a liaison between patients, their families, and healthcare providers.

Employment Status:

Salaried -FSLA Exempt

Duties and Responsibilities:

1. Ensures that patients receive appropriate, quality care that is cost effective.
2. Works with patients to assess their conditions and needs in order to develop personalized care plans.
3. Regularly evaluates the plans of care and update on an as-needed basis.
4. Educates patients and their families on how to follow their care plans.
5. Communicates directly with patients and their family members to conduct various assessments and analyze the data to determine the patient's needs.
6. May also provide nursing care to their patients.
7. Instructs patients about medications and procedures.
8. Communicates with hospital, pharmacies, health departments, clinics, insurance companies, government agencies, and health providers.
9. Coordinate referrals between Specialty Providers.
10. Scan hardcopy medical documents into EMR and label.
11. Performs other duties as assigned.

Knowledge, Skills, and Abilities

1. Skilled in applying and modifying the principles, methods, and techniques of medicine to provide ongoing patient care.
2. Knowledge of medical procedures, medications, and terminology.
3. Skilled in preparing and maintaining records.
4. Ability to communicate clearly and effectively in emergency situations.
5. Ability to establish and maintain collaborative and effective working relationships.
6. Ability to communicate effectively in oral, written and electronic formats.
7. Must be able to work independently.

Qualifications:

1. RN with current state licensure, BSN preferred
2. Current CPR Certification.
3. Case Management experience preferred.
4. Certification in Case Management preferred.
5. Demonstrates analytical and critical thinking abilities with pro-active decision-making and negotiation skills

Typical Physical Demands:

Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for prolonged periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires exposure to communicable diseases or bodily fluids.

Reporting Relationship:

Medical Director

Submit resume to: Greg Hendley – Human Resources Manager
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