

**MAY 13, 2016**

**TITLE:** Care Manager

**DEPARTMENT:** Nursing

**SUPERVISOR:** DON

**SHIFT:** 11:00am – 7:30pm

Full time 40 hours/week

**LOCATION:** The Center for Rehabilitation and  
Transitional Care at RiverWoods

Occasional weekends and on call

**BRIEF DESCRIPTION:** The Care Manager oversees admissions, progress to discharge and discharges for The Center for Rehabilitation and Transitional Care.

**PRIMARY RESPONSIBILITIES:**

- Visits referred and accepted clients in hospital in order to discuss the goals of the client and the client's family; completes all necessary admission paperwork.
- Meets with Center clients daily to monitor concerns and progress to discharge, and reports on all concerns and progress to discharge at morning meeting.
- Works closely with RN supervisors to ensure all clinical assessments and care plans are completed.
- Works closely with RNAC to ensure the completion of all MDS documentation.
- Coordinates therapy service start dates and therapy service end dates with Therapy Director.
- Meets with clients and families to plan for discharge.
- Arranges services in the community necessary for client discharge.
- Assists with the collection of data and the analysis of trends for QAPI initiatives.

**QUALIFICATIONS:**

- RN or BSN Degree from a school of professional nursing; license and current registration to practice as Registered Nurse in the Commonwealth of Pennsylvania with a minimum of three years geriatric experience.
- Must possess excellent planning and organizational skills and be able to work independently, problem solve under pressure, act quickly and effectively and provide appropriate direction in an emergency situation. Must be able to work flexible hours and participate in on call rotation.
- Must be able to establish and maintain a cooperative work environment and working relationships, and effectively supervise/direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.
- Must possess knowledge and skill in the application of current nursing procedures and techniques of patient care. Ability to interpret existing health regulations.
- Must possess effective and efficient organizational, time management and planning skills as well as the demonstrated ability to manage multiple tasks in a dynamic environment.
- Must possess excellent interpersonal and communication skills; must communicate effectively with coworkers, clients, clients' families and members of the community.
- Must possess a valid Pennsylvania driver's license and a good driving record.

**PHYSICAL DEMANDS:**

- Uses speech, hearing and vision to communicate constantly during a work day / shift.
- Drives off-site to meet referred clients.
- Occasional lifting up to 25 pounds. Pushing/pulling up to 200 pounds.
- Stands or walks 50% and sits 50%.