

* *Let Your Life Shine*
RIVER WOODS

ALBRIGHT CARE-SERVICES

POSITION
11-188(17)

NOVEMBER 3, 2017

TITLE:	Care Manager	DEPARTMENT:	Nursing Administration
SUPERVISOR:	Administrator	SHIFT:	7:00am – 3:30pm Full time 40 hours/week Every other weekend/holiday
LOCATION:	Adams Center		

BRIEF DESCRIPTION: Oversees admissions, progress to discharge and discharges for the Center for Rehabilitation and Transitional Care.

PRIMARY RESPONSIBILITIES:

- Visits referred and accepted patients in the hospital in order to discuss the goals of the patient and the patient's family; accurately completes all necessary admission paperwork within the required time frame.
- Responsible for the implementation and evaluation of individual patient plan of care.
- Manages 24-hour nursing care in accordance with current policies and regulations.
- Serves as a mentor and educates staff in how to recognize, accommodate and appreciate individual differences.
- Serves as LPN Charge nurse/RN Supervisor as needed
- Communicates all patient concerns with Experience officer.
- Supports RN supervisor to assure quality of patient care.
- Works collaboratively with RNAC and Care Plan team to share information in regards to patient plan of care.
- Educates staff on the care needs of the patient/resident.
- Works closely with RN supervisors to ensure all clinical assessments and care plans are completed in a timely manner.
- Works closely with the RNAC to ensure the proper completion of all MDS documentation.
- Ensures effective communication and collaboration with the therapy department.
- Reviews 24 hour report and follows on condition changes.
- Coordinates therapy service start dates and therapy service end dates with Therapy Director.
- Works occasional weekends and on-call shifts as needed.

QUALIFICATIONS:

- Registered Nurse preferred or Licensed Practical Nurse from a professional school of nursing; license and current registration to practice as Registered Nurse or Licensed Practical Nurse in the Commonwealth of Pennsylvania with a minimum of three years geriatric or hospital experience.
- Proven Care Manager 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 and direct the work of others in a fair, firm and consistent manner. Must be able to accept and utilize guidance.
- 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:

- 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%.