

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Case Manager (Medication Assisted Therapy and Hepatitis C)

EXEMPT: No	JOB CODE: N/A
TARGET SALARY: DOQ \$25.01-\$32.00	SHIFT: Flex
PROGRAM: Clinic	LOCATION: 100 Wellness
Way/250 Fort Street	
REPORTS TO: Clinical Director	

SUMMARY: This position is responsible and accountable primarily for nursing case management. This position will implement the Hepatitis C (Hep C) and Medication Assisted Therapy (MAT) standards of care and practice, as appropriate to the patients served. Overall responsible for the coordination of activities relating to the delivery of services for those with Hep C both in the mono-infected (Hep C) and co-infected (HepC/HIV) as well as patients on Medication Assisted Therapy for drug abuse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Under the direction of medical providers coordinate and oversee all MAT and Hep C program related activities including care delivery, grant and non-grant reporting, and provides nursing related care coordination services, as necessary. Works with staff from STIHC and Wellness Center and designated consultants and/or contractors to develop, implement and coordinate an evidence-based Hepatitis C and MAT readiness and treatment program.

Recruit and case manage dually infected and mono-infected patients for this program and for Hep C treatment. Assess and monitor the mental health and medical readiness of patients to initiate treatment through the implementation of appropriate screening tools. Recruit, case manage and follow-up with MAT candidates in collaboration with Makah Recovery Services and other clinical staff.

Document required core data elements of care and creates and carries out quality improvement projects. Collaborates with other health care disciplines to coordinate and implement patient care activities and discharge plans.

Keeps current on all issues relating to MAT and the treatment of Hep C and keeps abreast of professional literature pertaining to MAT and Hep C. Information is utilized in the delivery of care, coordination, and provision of training to staff at the STIHC and throughout the Health care delivery system.

Develop and update program policies in response to changing treatment regimens for both Hep C and MAT. Coordinate and manage a system of peer support services for individuals who are co-infected including those co-infected with Hep C/HIV. Provide on-going services to clients enrolled in the Hep C and MAT programs to encourage retention in care.

As needed provide general nursing to support the ambulatory clinics general patient population. Utilizes the nursing process and exhibits critical thinking in the systematic assessment and formulation of individualized plans of care to meet patient's needs. Documents data collection and assessments, plans of care, interventions and patient responses per policy.

Maintains effective communication with staff, physicians, patients and families, also within the clinic and with other departments.

Demonstrates competence in performing nursing care practices and clinical skills identified as necessary to the area of practice and needs of the patient populations served.

Demonstrates knowledge, respect and sensitivity of patient's rights.

Serves as a patient advocate per policy.

Demonstrates valid provisional judgment and logical problem solving in the resolution of patient care or unit problems, appropriately informs Sr. Clinical Nurse and Clinical Director.

Remains current on regulations impacting Hep C and MAT.

Performs unrelated duties in times of emergencies, and assumes other responsibilities when assigned. Performs triage for patients who walk in to the clinic and by phone. Responsible to actively participate in the Department's Quality Improvement and Quality Assurance efforts as directed by their supervisor. Act as advocate with patients' health insurance companies to obtain prior authorizations for all aspects of treatment (e.g. required testing and medications).

Serve as a resource to prescribers on cultural competence.

Assist with paperwork, applications for insurance, assist with appointments for assessments, counseling and court papers, if any.

Make reminder calls and coordinate transportation to appointments if necessary.

Ensure MAT and Hep C patients are aware of process for treatment by sharing information, documents and sample schedules.

Coordinate all aspects of MAT initial visits, induction visits and follow-up visits.
Coordinate all aspects of Hep C treatment initiative, follow-up and maintenance.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

The applicant completed a degree from a professional nursing program approved by the legally designated accrediting agency at the time in the program.

One year nursing experience required.

Medical terminology experience and familiarity with substance use disorder and recovery preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such manuals, policies and have the ability to write routine reports, correspondence and take meeting minutes.
Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and common fraction and decimals. Have the ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Driver's license and be insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Must have or be willing and able to obtain within 90 days of hire, First Aid/CPR certification.

Must have a nursing License (LPN or RN) and be willing and able to obtain a WA State Nursing license within 90 days of hire.

OTHER SKILLS AND ABILITIES

Must be well organized and have excellent typing skills and working knowledge of computer skills including Word, Excel, Power point and email. Emphasis will be

on accuracy and attention to details. Ability to use a personal computer in order to perform various word processing, spreadsheets and power point presentations.

Demonstrated ability to work effectively with culturally diverse staff and populations.

Flexible, creative, and able to work in a multiple-task and multidisciplinary environment.

Ability to communicate accurately and effectively in written and verbal form.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

The work is mostly sedentary although there is some walking, standing, bending, and carrying light items such as files, paper and books.

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.

Work is performed in an ambulatory healthcare and behavioral health care setting. The work will likely include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The noise level in the work environment is usually moderate. There may be exposure to wet and humid conditions due to travel between the ambulatory clinic and Wellness Center.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test

prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: March 26, 2018
CLOSE: April 6, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be

applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.