



Position Description

Position Title: LVN Case Manager
Classification: Nonexempt/Hourly
Supervisor: Medical Director

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Mission Statement:

The Mission of Wilmington Community Clinic is to provide quality nondiscriminatory health services to improve the health and well-being of all served

Position Summary

The primary duties of the LVN Case Manager include assessment to identify patient needs and the development of specific care management plans to address needs. In conjunction with the physician, implements care/treatment plans by coordinating access to health services, monitors care, identifies cost-effective measures, makes recommendations for alternative levels of care utilization of resources, promotes self-care management, and ensures paper work is completed. Complies with other duties as described.

Essential Position Responsibilities

- Evaluates and identifies members' needs.
- Utilizes the nursing process (assessment, planning, intervention and evaluation) in patient care and daily activities.
- Functions under standardized procedures or patient care protocols to provide independent patient care.
- Participates in the quality improvement process as requested or assigned.
- Administers immunizations according to Nurse-only protocol.
- Coordination of VFC immunization program; ensures that temperature logs are maintained on a daily basis.
- Acts as a patient advocate and educator to assure that the patient has knowledge of care for his/her condition and patient is educated and empowered to be responsible for participating in the plan of care.
- Performs independent telephone or face to face triage using written triage protocols.
- Management of clinic dispensary.
- Work with patients on self management of chronic diseases including Diabetes, Hypertension and Asthma.
- Facilitates patients' return to daily activities by teaching and making appropriate referrals for outside services/continued care.
- Administers insulin and other injections



- Performs accurate nursing assessment of patients admitted for urgent care
- Work with case coordinator to effectively track case management activities.
- Participates in and prepares site for clinical/facility audits
- Follows clinic policies and procedures to ensure that the principles of WCC are implemented.
- Demonstrate understanding of WCC policies and procedures.
- Interacts with patients, physicians, staff, vendors, and visitors in ways that demonstrate caring and reflect the WCC mission and philosophy.
- Fosters an environment that promotes trust and cooperation among all staff of WCC.
- Attends WCC meetings as required
- Other duties as assigned.

Skills

- Knowledge of nursing process, scope of practice and standards of care.
- One year’s experience in Community Clinic Setting Preferred.
- Ability to remain organized while managing multiple details
- Ability to communicate effectively
- Medical terminology
- Professional demeanor and appearance a must.
- Bilingual English/Spanish preferred.
- Punctuality and excellent attendance required.

Education and Experience

- Completion of an accredited LVN Program.
- Current LVN license; Basic Life Support certification required.

Supervisory Responsibilities

Provides work direction for staff in assigned area. Work direction may include scheduling, assigning daily responsibilities, assistance in interviewing, answering questions and providing input on staff performance to the primary supervisor.

Physical Requirements

Position requires prolonged hours of sitting at a computer, standing and walking in a clinic setting.

Work Environment

Code			
C = Continuously (70% or More)	F = Frequently (40-70%)	O = Occasionally (15-40%)	R = Rarely (Less than 15%)

Please use the codes above to complete the table below

	Code
Working indoors in a clinical setting	C



Working indoors in an office setting	F
Working indoors & outdoors delivering materials/transporting clients	R

Please check the statement that represents the Work Environment for this position

Routine exposure to blood or body fluids	<input checked="" type="checkbox"/>
Possible exposure to blood or body fluids	<input type="checkbox"/>
No exposure to blood or body fluids	<input type="checkbox"/>

Travel Requirements

Travel required to attend monthly local meetings; occasional travel within and out of state.

Acknowledgement:

I have read and received the LVN Case Manager Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position, I may contact my supervisor.

Employee Signature

Employee Name Printed

Date