

11/05/15

**CARE COORDINATOR**

**DEPARTMENT: Core – Lombard Regional Office**

**FLSA: Exempt**

**UNION: SEIU 73 Professional**

**JOB POSTING: #16-029 (Exam Request title: Nursing Consultant)**

<https://jobs.uic.edu/> click link to apply

**The minimum acceptable qualifications for a Nursing Consultant are:**

1. **Licensed as a registered professional nurse in the State of Illinois.**
2. **Bachelor's degree.**
3. **Two years of public health or specialized nursing experience.**

**A. FUNCTION:**

The DSCC Nursing Consultant provides care coordination services to families eligible for DSCC services within a particular geographic area, provides consultation to other members of the multi-disciplinary team utilizing skills and knowledge acquired from academic training and professional experience as a nurse.

**B. ORGANIZATIONAL RELATIONSHIPS:**

The Nursing Consultant reports to the Regional Manager (RM). The RM reports directly to the Assistant Director for Operations.

**C. WORK ACTIVITIES:**

Provides care coordination services:

- Develops a care coordination plan that is family-centered, community based and coordinated.
- Facilitates the implementation of the care coordination plan.
- Monitors the care plan activities.
- Revises the care coordination plan to address the changing and ongoing concerns and priorities of the family.
- Coordinates all available health care benefits.

Identifies children eligible for DSCC services:

- Determines general eligibility for each assigned case.
- Determines medical eligibility for each assigned case.
- Assists in the completion of the financial application process for each assigned case.
- Identifies potentially eligible children for the Home Care Waiver Program (HCWP).

Participates as a member of the Regional Office multi-disciplinary team:

- Complies with University, Division and Regional Office policy and procedures.

- Provides state-of-the-art discipline based expertise to the Regional Office multi-disciplinary team.
- Maintains an area of nursing expertise in support of the Regional Office multi-disciplinary team.
- Complies with state and federal regulations related to children enrolled in the Home Care Waiver Program (HCWP).

Promotes interagency collaboration and an organized network of integrated services:

- Provides community education programs regarding DSCC services.
- Participates in developing and/or implementing a networking plan for the Regional Office.

Participates in family-centered, community based clinics:

- Coordinates all assigned DSCC clinics.
- Participates as a Nursing Consultant clinic team member.

Participates in special projects impacting DSCC:

- Participates in agency committees/projects on a regional or statewide basis.
- Participates in DSCC sponsored interagency programs.
- Performs other duties as assigned.

#### **D. KNOWLEDGE REQUIRED BY THE JOB:**

The Nursing Consultant should be knowledgeable regarding:

- Anatomy, physiology and pathophysiology.
- Medical terminology.
- Pharmacology.
- Normal growth and development.
- Chronic health impairments.
- Medical equipment/supplies related to eligible system impairments.
- Medical equipment/supplies related to technology dependent children.
- Laws related to children.
- Guardianship, adoption and custody.
- Therapeutic approaches in the treatment of children and families.
- Community resources for the economic, social, psychological and medical needs of the family.
- Eligibility criteria for the Home Care Waiver Program and Core Program.

The Nursing Consultant should have demonstrated skills in the following areas:

- Development of an appropriate family centered care plan.
- Accurate interpretation of medical reports, documents and reference books.
- Accurate interpretation of medical reports to confirm medical eligibility.
- Compliance with University Policy and Rules.
- Compliance with DSCC Rules, Policy and Procedures.
- Effective care coordination.
- Counseling and crisis intervention.
- Training of staff and families.
- Assessment of social service needs.
- Accurate interpretation of nursing reports.
- Compliance with policies and procedures related to the planning, monitoring and evaluation of home care services.

**E. POSITION RESPONSIBILITY:**

The Nursing Consultant functions independently as a professional staff person within the Regional Office. The RM directly supervises the Nursing Consultant with technical assistance obtained from the Central Administrative Office. Work is periodically reviewed by the RM with feedback provided to the Nursing Consultant. The Nursing Consultant sets daily priorities and deadlines through routine case monitoring and contact with families, providers or other agencies.

**F. GUIDELINES:**

The Nursing Consultant is required to comply with the University of Illinois Policy and Rules, DSCC Administrative Rules, Policy and Procedures, and Home Care Manual Policies and Procedures.

**G. SCOPE OF DUTIES AND RESPONSIBILITIES:**

There is a range of complexity depending upon the specific situation on a particular case. The complexity varies because of the medical condition, multiplicity of providers, and dynamics of family system. The care coordination services also need to be in compliance with policy and procedures. This increases the decision making for the consultant as rules, policy or procedures need to be applied consistently to individual family needs. The Consultant needs to be timely in their response to families and service providers or services are not delivered to the child and family in an effective or timely fashion. Strict compliance with DSCC confidentiality policy must be maintained with all child specific information.

**H. PERSONAL RELATIONSHIPS:**

The Nursing Consultant interacts on a daily basis with the families and service providers. The direct interaction with their team members and consultative resources within the Division is also on a daily basis. These contacts may occur by face-to-face, E-mail, phone, or written documents.

**I. ENVIRONMENTAL DEMANDS:**

The Nursing Consultant is sedentary while working in an office setting. There is some travel required for the position.

*The University of Illinois at Chicago Division of Specialized Care for Children is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.*

*The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.*