

**June 15, 2018**

**NURSING CONSULTANT/CARE COORDINATOR**

**DEPARTMENT: Home Care Region 3-Champaign**

**FLSA: Exempt**

**UNION: SEIU 73 Professional**

**JOB POSTING: #18-065 (Exam Request title: Nursing Consultant)**

**TO APPLY: <https://jobs.uic.edu/>**

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

**B. ORGANIZATIONAL RELATIONSHIPS:**

The Home Care Program Nursing Consultant reports to the Home Care Program Regional Manager. The Home Care Program Regional Manager reports directly to the Associate Director of Operations – Home Care.

**C. WORK ACTIVITIES:**

Provides care coordination services:

- Assists families in collecting necessary medical and financial information necessary for Healthcare & Family Services (HFS) to determine eligibility for Home Care Services:
- Refers cases to ARM/RM who will forward to Homecare Compliance and Audit (HCCA) who then refers to the entity or entities identified by Healthcare & Family Services responsible for conducting the nursing required as part of the HFS eligibility determination for the Home Care Program.
- Develops and implements a care coordination plan that is participant / family-centered,

community-based and coordinated.

- Monitors the care coordination 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.
- Assists families as needed as they interview prospective home care providers to assess suitability and monitors provider services.

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

- Complies with University, Division, Regional Office and HFS policy and procedures.
- Provides discipline based expertise to the Home Care Regional Office multi-disciplinary team.
- Complies with state and federal regulations related to children enrolled in the Home Care Program or any subsequent program related to in-home care for children with complex medical needs.

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 Home Care Regional Office.

Participates in special projects impacting DSCC:

- Participates in agency committees/projects on a regional or statewide basis.
- Performs other duties as assigned.
- Attends all internal staffings on assigned home care clients, and provides technical assistance and assesses compliance with current policy and procedure.
- Provides technical assistance and training to new case coordinators as needed.
- Acts as liaison between the Home Care Regional Office, HFS and DHS on assigned cases.

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

The Home Care Program 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 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 Services.

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

- Development of an appropriate participant / family centered care plan.
- Accurate interpretation of medical reports, documents and reference books.
- Compliance with University Policy and Rules.
- Compliance with DSCC Rules, Policy and Procedures.
- Compliance with HFS policies and procedures related to the Home Care Program
- Effective care coordination.
- Training of staff.
- Assessment of medical needs.
- Accurate interpretation of nursing reports.
- Navigation and documentation in electronic records

#### **E. POSITION RESPONSIBILITY:**

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

#### **F. GUIDELINES:**

The Home Care Program 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, as well as all other state and federal regulations.

#### **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 Home Care Program 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, electronic record work, or written documents.

## **I. ENVIRONMENTAL DEMANDS:**

Moderate-extensive travel including overnight stays required. Requires physical ability to stand for up to 1 hour at a time, ability to walk to and from a client's home, climb stairs and carry 10-20 pounds of equipment, including but not limited to lap top computers, printers and other materials necessary to conduct home visits and patient assessments. May involve some public speaking. Sedentary while in the office setting

*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.*