



Registered Nurse or Licensed Practical Nurse: Personal Care Management Program (*per diem*)

FLSA NON-EXEMPT

POSITION SUMMARY

The Registered Nurse participates in evaluation of potential program participants in their homes and provides on-going re-evaluations of program participants. The LPN conducts re-evaluations under the supervision of an RN.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Be knowledgeable of and comply with all state, federal and agency regulations, policies and procedures pertaining to the PCM Program and WestMass ElderCare's mission.
2. Evaluates the consumer's physical and cognitive condition and resulting functional limitations to determine the consumer's ability to benefit from personal care assistance services.
3. Provides a determination of the scope and type of personal care services to be provided to consumers. Accurately represents the consumer's need for physical assistance with ADLs and IADLs.
4. Schedules and provides re-evaluation of consumers according to timeliness set forth in regulations.
5. Completes brief assessment of Consumer's ability to manage program.
6. Attends meetings as directed by the Program Director and RN Coordinator.
7. Maintains regular contact with RN Coordinator or Program Director, for work assignments and delivery of completed evaluations and assessments.
8. Availability for mutually agreed upon number of cases per month.

OTHER RESPONSIBILITIES

Performs other related duties as requested and needed that are within the scope of the responsibilities of this position.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Valid driver's license
- Satisfactory driving record
- Satisfactory CORI and Exclusion List Check
- Current Massachusetts RN or LPN license



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Has the ability and willingness to support the goals and policies of WestMass ElderCare.
- Diploma from an accredited nursing program.
- Valid license to practice as a registered nurse or a licensed practical nurse in the Commonwealth of MA.
- An understanding and acceptance of the role of the Registered Nurse/Licensed Practical Nurse at WestMass ElderCare which includes:
 - Evaluation
 - Referral to appropriate agency and/or service
 - Consulting with Program Director and/or RN Coordinator and with other appropriate agency and non-agency staff regarding the nursing evaluation and the consumer's needs.
- The role of the Registered Nurse/Licensed Practical Nurse at WestMass ElderCare does not include:
 - Making diagnosis
 - Direct hands-on care which includes but is not limited to treatment, preparing medications, etc.
- Evidence of continued professional growth, either through formal education and/or attendance at workshops, seminars, continuing education and in-service programs.
- Experience with working with individuals of all ages and with disabilities.
- Must be able to handle confidential data and information discreetly.
- Must have an ability and willingness to work in a changing environment.
- Has demonstrated interviewing and assessment skills.
- Must have computer skills including Word and ability to work with the PCM Database and MassHealth LTSS Portal.
- Must be attentive to details and capable of accurate work.
- Must be able to organize, prioritize and work with minimal supervision.
- Possesses oral and written communication skills, presentation skills and listening skills.
- Has the ability to work independently and with others.
- Possesses the ability to approach people in a manner that creates harmony and promotes cooperation.
- Must be able to demonstrate an ability to work independently and within a team approach.



- Possesses the ability to make appropriate decisions.
- Possesses the ability to effectively cope with a variety of personalities and other stress provoking factors associated with a broad base of people and time constraints.
- Must have the ability to complete visits and assessments in a timely manner, meeting all required deadlines.
- Availability for mutually agreed upon number of cases per month.
- Must provide personal and reliable transportation.

PHYSICAL AND MENTAL REQUIREMENTS

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.

- Must be in good general health and demonstrate emotional stability.
- Must maintain regular and consistent attendance.
- Ability to ambulate independently.
- Ability to effectively cope with a variety of personalities and other stress provoking factors associated with a broad base of people and time constraints.
- Ability to successfully communicate with others in person and by the phone.
- Ability to see and understand written words and to communicate with written word.
- Ability to see written words on a computer screen.
- Ability to make appropriate decisions.
- Ability to operate a motor vehicle in all types of weather conditions.
- Ability to climb multiples flights of stairs
- Ability to operate a keyboard 50% or more of work time and to maintain concentration needed for accurate data entry.
- Ability to work with multiple priorities and deadlines.
- Ability to discretely handle confidential data.
- Ability to make appropriate decisions.
- Ability to be effective in a changing environment



WORKING CONDITIONS

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.

- Ability to safely operate a motor vehicle in all weather conditions.
- Clients in rural, suburban, urban and inner city areas.
- Ability to concentrate and accurately complete work in an office environment in which the noise level is often moderate to loud and distracting, and there are frequent interruptions.
- This is a per diem position. Inability to respond to work requests for a period of 30 days will result in termination.

ACCOUNTABLE TO

The Registered Nurse/Licensed Practical Nurse is accountable to the Personal Care Management RN Coordinator.

DISCLAIMER

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, skills and abilities required.

RN/LPN

Date

RN Coordinator

Date
