

JOB VACANCY ANNOUNCEMENT

Opening Date:	August 13, 2020	Closing Date:	Until Filled
Position:	<u>SFL Case Manager - LPN</u>	Reports to:	SFL Program Director
Salary/Wage:	Grade 10; \$29.68 - \$32.76/HR DOE	Department:	Screening For Life
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	SSMH

Brief Summary:

Under the supervision and guidance of the SFL Program Director, the SFL Nurse Case Manager is responsible for the collaborative process of assessment, planning, implementation, and evaluation of care coordination for patient screenings and follow up care. The nurse advocates for options and services to meet an individual's and family's comprehensive health needs through communication and available resources to promote quality, cost-effective outcomes. In addition, perform reception and administrative support for SFL patients such as scheduling appointments, answering patient inquiries regarding screening procedures, and eligibility for program services. Communication with patients will take place through phone contact, and face-to-face in a clinic setting.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- Graduate of an Accredited School of Nursing

Essential Job Functions:

- Work with health and recreation-related government departments and local non-profit organizations to identify opportunities for educating and encouraging public participation in health lifestyle habits and regular screening for preventable diseases.
- Coordinate and attend outreach activities to disseminate educational information and provide group and one-one patient education.
- Provide patient outreach and education events both in Barrow and surrounding village service area.
- Provide one-on-one screening notification and patient education in a clinic setting.
- Answer telephone and address patient inquiries.
- Make client appointments and travel requests.
- Draft and edit simple letters to inform patients of screening results.
- Assist client with programmatic and organizational forms.
- Assist clinic staff with procedure intake and recovery.
- Maintain regulatory requirements regarding confidentiality and patient/client and family care including all federal, state, and Joint Commission and HIPAA requirements.
- Nurse Case Managers may work in other clinical areas as part of their job in order to maintain nursing skills and competencies and as needed based on organization needs.

Licensure/Certification/Registration:

- Current Alaska Registered Nurse License or another US state LPN license with ability to obtain AK LPN license within (6) six months.
- Current BLS certification.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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