



JOB DESCRIPTION

TITLE:	Nurse Case Manager
CLASSIFICATION:	Exempt/Full Time/37.5 hrs per week
PROGRAM/DEPARTMENT:	AIDS Case Management Program
IMMEDIATE SUPERVISOR:	Program Coordinator

Westside Community Services has been providing an array of community-based prevention, mental health, substance abuse, and HIV/AIDS services to clients in the City and County of San Francisco for 40 years. Incorporated in 1967, Westside is one of the oldest community-based agencies in the nation. The range of programs and services has varied over the years, while a commitment to providing excellent, high-quality, culturally and community appropriate programs has remained central to the core of the organization.

PROGRAM SUMMARY:

Westside's AIDS Case Management program helps clients improve their quality of life through a unique blend of Nurse and Social Work Case Management, as well as Home Care services when needed. Nurse Case Managers coordinate seamless provision of medical care while our Professional Social Workers guarantee the efficient use of community-based and public resources to support our clients' wellness. Home Health Attendants support personal hygiene needs and accompany clients to medical appointments and Homemakers complete grocery shopping, and support daily household needs as required. Our program is designed to promote independent living, stabilize health, and ensure overall quality of life.

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the Division Director and in coordination with the Clinical Social Worker, the Nurse Case Manager attempts to improve the quality of life for persons living with AIDS or symptomatic HIV disease. The Nurse Case Manager is responsible for overall coordination of services for an assigned caseload. Assessments are conducted through home or office visits.

GENERAL DUTIES:

1. Conduct client intake interviews and related procedures, including collection of information and completion of enrollment forms and documents.
2. Provide 60-day assessments to monitor clients' health, medical needs, and make necessary referrals/linkage.
3. Coordinate client care with various primary care providers and social work staff.
4. Maintains caseload of 30-45 unduplicated clients.
5. Collection of data and information using specifically designed formats.
6. Assess client for and assist in managing crisis situations.
7. Supplies client statistical data for data processing/and computer entry accurately and in a timely manner (Ex. CMP data forms).
8. Complete documentation as required.
9. Responsible for an active participation in the quality assurance process.
10. Participate in weekly case conferences.
11. Assist in generating client referrals in accordance with contract guidelines and regulations.
12. Must be sensitive to the needs of people of color and others with AIDS/HIV.

13. Other related duties as assigned.

14. Advocate, coordinate, procure, monitor, refer and provide care input services for clients. Coordinates all aspects of social work case management. Assist in development of social care plan for clients.

QUALIFICATIONS:

1. Licensed as a Registered Nurse in the State of California.
2. Two years experience as an RN, One year in community nursing.
3. B.S. PHN preferred. Three (3) years experience may be substituted.
4. Fluency in Spanish

SCHEDULE: Monday – Friday, 8:30 a.m. – 5:00 p.m., Some evenings and weekends.

Employee Signature

Date