



Council on Aging

Southern California

Helping Seniors Remain Healthy, Connected & Protected

JOB DESCRIPTION

POSITION TITLE: REGISTERED NURSE

HOURS: Part Time (20 hours per week on average)

The **Council on Aging-Southern California** is a private, nonprofit corporation, serving older adults and individuals with disabilities in Orange County since 1973. The Council mission is to promote the independence, health, and dignity of older adults through compassion, education, and advocacy.

Concierge Care Navigators is a fee-for-service Geriatric Care Management program designed to eliminate fragmentation in care delivery. The Registered Nurse will advocate for older and disabled adults, providing short-term consultation and ongoing care management. Our services include evidence-based practices consisting of comprehensive assessments, coordination of care with physicians and health care providers, individualized online care plans with medical and non-medical goals, strategies for goal attainment, and linkages to supportive information and resources.

POSITION OBJECTIVE: To serve as trusted resource that creates a care plan linking client, family member, healthcare providers, physicians, community resources. Provide advice, insight and support while monitoring client cases in compliance with clinical standards.

JOB FUNCTIONS (including but not limited to):

- Conduct onsite client assessments in home, hospital or other facility and discuss family's concerns
 - Conduct functional living assessment (ADL's and IDAL's)
 - Perform home safety check and make recommendations as needed
 - Gather appropriate information related to client based on comprehensive data collection, including review of medical records as appropriate
 - Obtain client documents and forms utilizing approved procedures that include POA, Advance Health Care Directive, Physician and insurance information.
 - Develop a comprehensive care plan for client to receive appropriate level of care with department Certified Nurse Care Manager RN in a timely manner and prior to implementation of designated services
 - Identify risk factors, barriers to goals, and strengths that will assist the client in achieving goals
 - Provide/coordinate private and community resources to support clients/families regarding options for support resources
 - Accompany client to physician appointments and other professional appointments as requested by client/family
 - Provide Medication Management
 - Assist in discharge planning from hospitals and skilled nursing facilities
 - Foster improved family engagement through active listening and assistance in conflict resolution
 - Provide prompt access to COASC's no-cost programs and services
- Collaborate, report to and consult with Director of the CCN Program and the Certified Nurse Care Manager RN regarding client care and establishment of medical and non-medical goals. Copy Nurse Care Manager and Director on any communications when email correspondence is submitted to the client and/or family member
- Other duties as assigned by the Director of CCN Program and the Certified Nurse Care Manager RN

QUALIFICATIONS:

- Current California Registered Nurse license
- Current Case Management Certification
- Outstanding written and verbal communication skills
- Ability to work independently to achieve desired goals managing time efficiently
- Team oriented with strong interpersonal and organizational skills
- Ability to work effectively with people from a diverse cultural background
- Ability to maintain objectivity and confidentiality in reviewing and discussing client casework
- Proficient in current office practices including Microsoft Office
- Valid California driver's license, proof of insurance and reliable transportation
- Proof of eligibility to work in the United States
- Successfully complete a LiveScan fingerprinting background check

EDUCATIONAL EXPERIENCE AND RELATED REQUIREMENTS

- Registered Nurse Certification
- Certified Case Management Certification
- Bachelor or Master's Degree in Human Services, Social Science, Nursing, Gerontology, Management or related field
- At least 10 years' experience working with older adults or adults with chronic illnesses and their families/caregivers
- Experience working with individuals with dementia
- Knowledge of community resources, including entitlements and private insurance is preferred

WORKING CONDITIONS: The physical demands described here are representative of those that must be met by the employee to successfully perform the functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform this job.

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee must be capable of lifting approximately 10 lbs.

CONDITIONS OF EMPLOYMENT

Reliable transportation and proof of insurance is required
Professional Nursing Liability Insurance is required

Applicants should forward their resume to glyons@coasc.org for consideration