

**NURSE CASE ASSISTANT
NURSE CASE MANAGER
SENIOR NURSE CASE MANAGER**

DEFINITION

This classification series is responsible for conducting paramedicals, carrying a caseload of IHSS cases, and coordinating/consulting with social worker staff on the medical needs of clients.

DISTINGUISHING CHARACTERISTICS

The Nurse Case Manager class series differs from the typical nursing classifications such as Licensed Vocational Nurse, Registered Nurse, and Public Health Nurse in that Nurse Case Managers carry a caseload and conduct in-home medical visits in support of social services functions.

The Nurse Case Assistant class is the entry into the series and equates to the Licensed Vocational Nurse level by its requirements and by performing the assignments that are more semi-professional in nature under the direction of a higher level professional. For instance, this level is responsible for overseeing and updating the Health and Education Passport program.

The Nurse Case Manager is equal to the Registered Nurse classification in its requirements and is responsible for performing the full journey-level professional nursing/medical caseload duties. This level of Nurse Case Manager should be responsible for independently handling the full range of nursing and medical caseload functions in such programs as the In-Home Support Services Program.

The Senior Nurse Case Manager is the level requiring the Registered Nurse license as well as possession of the Public Health Nurse certificate. Positions in this classification can handle the full range of nursing/medical caseload duties and can additionally be responsible for APA and Foster Care/CHDP work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher-level departmental staff. Responsibilities of the Nurse Case Manager and Senior Nurse Case Manager may include the direct supervision of Nurse Case Assistants as well as other, lower level staff.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Conduct in-home visits to assess the medical and social services needs of clients.
- Take and record temperatures, pulses, respirations, and blood pressure readings; observe and report symptoms, if required.

- Provide problem-solving intervention with clients and referral of services to community resources.
- Serve a liaison between medical community, social work staff, providers, and clients of service to facilitate implementation of health care plan.
- Arrange for appropriate medical follow-up.
- Provide case management for clients which includes conferring with other professionals, coordinating services with other social and/or health agencies, and making referrals when appropriate/necessary.
- Educate and counsel individuals and families regarding certain health care issues.
- Keep and maintain records, forms, and files.
- If assigned, supervise, assign, train, and evaluate subordinate employees.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Nursing theory, principles, and practices.
- Causes, treatment, prevention, and early detection of communicable or chronic diseases and handicapping conditions.
- Federal, state, and local laws and regulations governing public health.
- Child growth and development theory and principles.
- Cultural differences in health care.
- Nutrition and preventative medical and health practices.
- Community resources.
- Medical terminology.
- Medical equipment and supplies and their use.
- Infection control practices and procedures.
- Emergency care including CPR.
- Use, administration, and effects of narcotics and medicines.
- Social Services mission and programs.

Ability to:

- Perform medical assessments.
- Administer immunizations and to recognize their possible side effects.
- Take medical histories.
- Provide training for support staff and providers on proper care.
- Work independently and as part of a team.
- Maintain and interpret medical records and reports.
- Establish and maintain effective line of communication and with clients, community members, and fellow workers.
- Give and follow oral and written instructions.
- Work under conditions of changing priorities and tight time schedules.

Experience and Education

Nurse Case Assistant

Graduation from an accredited program of Vocational Nursing and possession of: 1) A valid certificate of registration as a Licensed Vocational Nurse; 2) A valid certificate of training in Cardio-Pulmonary Resuscitation; and, 3) Satisfactory completion of a prescribed course of instruction in intravenous therapy approved by the California State Board of Vocational Nurse and Psychiatric Technician Examiners.

Nurse Case Manager

An associate degree in nursing is required; however, a bachelor degree in nursing is highly desirable; possession of a valid license to practice as a Registered Nurse in the State of California; and six months of experience performing professional nursing duties at the journey level.

Senior Nurse Case Manager

An associate degree in nursing is required; however, a bachelor degree in nursing is highly desirable; possession of a valid license to practice as a Registered Nurse in the State of California, possession of a valid Public Health Nurse certificate; and one year of experience performing professional nursing duties at the journey level.