

RN Case Manager

Part Time: 25 - 30 per week (possibility of more hours)

Starting wage: 31.00 per hour

Primary Duties and Responsibilities:

Case Manager serves as a Qualified Professional, a resource for families regarding the range of service options available. The case manager assesses and evaluates the established care system to identify gaps in care that need to be addressed and follows agency policies and government regulations and requirements.

Essential functions:

- Serves as a mediator between family and service delivery system. Responsibilities include individual service planning, coordination and monitoring with input from families. Records, reviews, and revises service plan according to changing needs of client.
- Maintains appropriate reporting and recording to assure correct documentation of client care and activities
- Conducts client and PCA supervisory visits within specified timelines. Ensures that PCA is knowledgeable observes clients needs, responds to needs and reports concerns timely. Trains PCAs in the home, as need arises to improve care given.
- Evaluate PCA performance in client care through direct observation. • Assists in the development of resource and training materials for families and staff.
- Maintain a collaborative, problem-solving relationship with clients, families and department staff.
- Share on call obligations of the department with other Qualified Professionals.

Experience and Qualifications Requirements:

- Current MN Licensure as an RN.
- Experience in a setting serving children/adults.
- Experience in PCA services, *Current valid driver's license and auto insurance.
- Able to work late afternoon, early evenings, and weekends.
- Experience in the areas of outreach to the community and marketing.

If you are interested please visit our website at www.actg.org to download an application to mail:

A Chance To Grow
1800 Second St NE
Minneapolis, MN 55418
or via email