**Job Summary:** A team member of nursing services that participates in the delivery of health care to the patients of [CHC], which includes coordination and case management of the health care services of HIV/AIDS-positive patients.

**Reports To:** Nursing Services Manager

**Supervision Exercised:** None

**Education/Experience/Certification/Licensure:**

1. Graduate of an NLN accredited Nursing Program
2. One year of nursing experience required, preferably in public health.
3. Valid state license to practice professional nursing required.
4. Valid driver’s license and auto insurance as required by law.
5. Current B.C.L.S. Course (C) C.P.R. certification required.

**Knowledge/Skills/Abilities:**

1. Knowledge of professional nursing principles, practices, methods, and techniques of working with HIV/AIDS patients preferred.
2. Experience in health education.
3. Conversational Spanish desirable.
4. Ability to work independently.
5. Excellent interpersonal skills.
6. Essential to have ability to understand verbal information, ability to exchange verbal information with others and ability to present information verbally.
7. Essential to have ability to read and understand written materials and ability to compose information/instruction in written form.
8. Must have organizational skills.
9. Essential to have ability to memorize.
10. Essential to be able to reason mathematically and to have analytical and problem solving skills.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Analytical-**Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Follows work flows and procedures.
* **Problem Solving**-Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group- problem solving situations; Uses reason when dealing with emotional topics.
* **Patient Care**- Manages difficult or emotional patient situations; Responds promptly to patient needs; Solicits patient’s feedback to improve service; Responds to patient request for service and assistance; Meets commitments.
* **Interpersonal Skills**-Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.
* **Oral Communication**-Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
* **Written Communication**-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
* **Teamwork**-Balances team and individual responsibilities; Exhibits objectivity and openness to other’s views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interest; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.
* **Judgment**-Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasons for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
* **Motivation**-Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
* **Planning/Organizing**-Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Meets goals and objectives of department.
* **Professionalism**-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions; Follows through on commitments.
* **Quality**-Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* **Quantity**- Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
* **Safety and Security**-Observes safety and security procedure; Reports potentially unsafe conditions; Uses equipment and materials properly.
* **Adaptability**-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.
* **Attendance/Punctuality**-Is consistently at work on time
* **Dependability**-Follows instructions, responds to management directions; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
* **Initiative**-Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

**Principal Duties and Responsibilities:**

1. Ensure the functions and activities of this department and embrace the philosophy, mission, and values of the Board of Directors of [CHC].
2. Adhere to the guidelines and procedures of [CHC].
3. Function as the primary HIV/AIDS nurse case manager for the HIV/AIDS population.
4. Schedule new HIV\AIDS for initial intake assessment with-in 2 weeks from time patient presents for care.
5. Maintains acuity assessment on patients enrolled in CM.
6. Co-monitor CM of patients who are noncompliant with CD4, VL and EIS physician visits at 4 month intervals.
7. Co-monitor CM of patients who are noncompliant with specialty referrals.
8. Assist patients with navigating the psycho-social health care systems. (Mental Health, Substance use rehabilitation program)
9. Refer EIS patient for nutritional consult if a nutritional trigger is present.
10. Assist patients with ADAP, contact patient (2wks) when HAART changes are made, ensures that all SCAP & CHC written consent forms are signed or patient deferment is documented & present.
11. Ensure that all forms are complete per EIS CM P&P.
12. Monitor EIS patients monthly-to prevent loss of care.
13. Maintain assigned data entry in EIS data base per EIS CM P &P and as directed by Nursing Services Manager.
14. Knowledge of all case management programs (WWC, Colposcopy, Pediatric and Geriatric Immunization) used within the department.
15. Knowledge to navigate Meditech and Net Access.
16. Dictation using SOAP format on Activity Note on each patient visit. May use EIS data base to capture Telephone documentation.
17. Coordinates referrals for EIS patients.
18. Attends Care-Rounds.
19. Attend Collaborative EIS clinic meetings.
20. Assist in the development, implementation and monitoring of QI plan for EIS program.
21. Provide patient education per EIS CM Policy and Procedure.

15. Assist in maintaining statistics on the HIV/AIDS population as required by HRSA.

16. Maintain patient confidentiality.

17. Develop and maintain linkages between the physicians of [CHC] and those of other HIV/AIDS direct patient care entities.

18. Assist in maintaining linkages with community agencies.

19. Ensure that all points of contact with the patient are adequately documented in the medical record, including patient phone calls, visits, and contact with other community agencies.

20. Maintain knowledge of current case management principles related to comprehensive

HIV/AIDS care.

21. Maintain CPR certification.

22. Adhere to Nursing Policies and Procedures.

* 1. Be a team member and participate in ongoing evaluations of systems.
  2. Provide health care services appropriate to the age-specific needs of all patients in accordance with the principles of growth and development for infant, child, adolescent, adult and geriatric life cycles.
  3. Provide annual in-services to clinical nursing\medical assistants about the EIS program, HIV and Testing.

**Physical Requirements/Abilities:**

1. Essential to have ability to perform activities standing, walking and sitting.
2. Essential to have ability to occasionally lift and carry up to 25 lbs., and to push 75-100 lbs.
3. Essential to be able to use routine medical office equipment and ability to drive a car.
4. Essential to have ability to stoop, kneel, crouch and twist.
5. Essential to have ability to hear routine conversations.
6. Essential to have ability to see in low or bright light, have good near and far vision, good depth perception, peripheral vision, color sensitivity and field of vision.

**Environmental Conditions:**

1. The majority of employee’s duties are inside and subject to exposure of routine office hazards.
2. This job has an O.S.H.A. classification of Category 1. All procedures or other job-related tasks involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues or a potential for spills or splashes of these fluids.
3. Job offer contingent on being free of active tuberculosis. This job requires yearly tuberculosis testing.
4. This position will be provided with the opportunity for yearly influenza vaccine, and MMR 2 vaccine if the employee’s date of birth is after 1956.