

ARCH Job Description Nurse Case Manager

Position Title: Nurse Case Manager

Reports to: Manager of Crossroads Prevention & Access

Hours Worked (Per Week): 17.5 hours a week

Status: Non-exempt

Shift(s): Flexible Scheduling to complete hours and meet program and client needs.

ARCH/Crossroads Mission: ARCH provides safe, supportive recovery and opportunities for self-sufficiency after crisis to the most vulnerable citizens in the Newark NJ.

Position Summary: The Nurse Case Manager works under the supervision of the Manger of Crossroads. The Nurse Case Manager is a Direct Care position, and participates in providing services to women and men in addiction treatment, provides health-related case management and education services.

Minimum Qualifications: An educational degree in the field of nursing- current NJ RN license. (Documentation of education/training and experience required.) Two years of clinical experience in a health care setting with demonstrated expertise. Possess the knowledge, skill and ability to work with addicts/alcoholics in a residential environment. Must be able to work as a team member in a multidisciplinary program. At least three years' continuous sobriety in the event of history of addiction. Must possess a valid NJ driver's license, and meet all federal, state and local requirements for this position. Please forward resume to Julio Roman, Director of Community & LGBTQ Programming @ j.roman@njcri.org

Key Responsibilities:

1. Completes medical assessment/history and fall assessment for each client.
2. Develops a documented plan of care for each client.
3. Assists client in coordination healthcare (scheduling appointments, obtaining medications, etc.)
4. Provides health education in group and one-on-one settings to clients related to their needs.
5. Assesses needs, assists in coordinating services, and educates prenatal and postpartum clients.
6. Transports and accompanies clients to medical appointments, as needed.
7. Maintains records of client appointments, medication administration, etc.
8. Maintains requires paperwork according to licensing and Medicaid guidelines.
9. Collaborates with the therapist for management of all health-related needs.

10. Participates in client staffing and general house management.
11. Maintains working knowledge and a positive regard for collaborative linkages with AA, Al-Anon, NA and similar support groups, as well as other relevant community/human services.
12. Abides by and observes all client rights, especially confidentiality.
13. Other auxiliary tasks at direction of the Director of Community Programming.

Position Requirements: 1. Requires knowledge of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to residential substance abuse treatment

14. Requires demonstrated clinical assessment skills at the level necessary to meet the job requirements.

15. Ability to interpret and implement the programs, policies, procedures, etc.

4. Requires knowledge of interviewing methods/techniques.

5. Requires skill in crisis intervention techniques.

6. Requires knowledge of federal, state and local ordinances and policies regarding therapeutic issues.

7. Ability to relate professionally and positively to clients, families/visitors and associates at all levels.

8. Ability to communicate effectively, verbally and in writing. 9. Ability to use standardized word processing software (such as Microsoft Word)

Supervisory Responsibility: None

ARCH is an equal opportunity employer. Trust House maintains a workplace that is free from the use of alcohol and illegal substances.