



Community Action Committee of Pike County

Patient Care Coordination-LPN

Qualifications:

- Licensed Practical Nurse (LPN)
- CPR Certified

Preference:

- Primary care experience

Direct Patient Contact Requirements

- Primary Source verification of licensure, registration, or certification.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner's Data Bank (NPDB.)
- Completion of a query of the Office of Inspector General (OIG).
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Current BLS/CPR certification
- Proof of annual PPD (TB) test
- Three (3) professional letters of recommendation.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine.
- Annual blood borne pathogen training.
- Annual HIPAA training.

This position is open until filled. Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available on this website and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Patient Care Coordination-LPN	Department:	Valley View Health Center
Job Level:	11	Hours:	40 Hours Weekly
FTCA Status:	W2-OLCP	FLSA:	NON-Exempt
Supervisor:	Director of Nursing		
Human Resources Director's Signature: _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____			
		April 2018	

Position Overview:

Valley View Health Centers (VVHC) is a division of the Community Action Committee of Pike County. This position provides both clinical and administrative support to the providers of VVHC by increasing access to affordable, high quality integrated health care for all.

Qualifications:

- High school diploma or equivalent.
- Licensed Practical Nurse (LPN).
- CPR certified.

Preference:

- Primary care experience.

Direct Patient Contact Requirements:

- Primary Source verification of licensure, registration, or certification.
- Primary Source verification of education and training.
- Completion of a query of the National Practitioner’s Data Bank (NPDB.)
- Completion of a query of the Office of Inspector General (OIG).
- Verification of Health Fitness, including physical and mental health status and any impairments that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of shot record showing the Hep B series.
- Proof of most recent influenza vaccine.
- Standards of Conduct and Conflict of Interest self-declaration.
- Annual blood borne pathogen training.
- Annual HIPAA training.

Additional Requirements:

- Current valid driver's license.
- Proof of automobile insurance.
- Insurable under agency insurance policy.
- Reliable transportation.
- Compliance with VVHC’s Employee Uniform/ Attire.

Physical, Mental and Visual Abilities Required:

- While performing the duties of this job, the employee is regularly to sit; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl.

- The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
- Work requires the ability to exchange information on factual matters, communicate in a variety of manners with patients and staff, and explain policies of the centers.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Essential Job Functions:

- Work as part of a care team (Provider, nurse, care coordination specialist, case manager) to develop care plans, close care gaps and develop quality indicators.
- Referral management, Prior authorizations, diagnostic testing.
- Familiarity with insurance and billing submission.
- Familiarity with front office registration and scheduling.
- Must be able to effectively present information and respond to questions from patients, families, community and other individuals encountered in the course of employment.
- Assist with implementation of care plans based on mutual goal setting and with emphasis on client decision making.
- Coordinate effort with all providers to ensure duplication of services and efforts do not occur and information is shared.
- Type, file, copy, fax and perform all other clerical duties as directed.
- Must establish and maintain collaborative working relationships with hospitals, long-term care facilities and other community health providers to ensure appropriate follow-up and continuity of care.
- Must be able to develop and run reports, as well as analyze reports, interpret data, and disseminate information appropriately.
- Conduct daily review of all inpatient admissions and discharges to coordinate and schedule discharge follow up appointments.
- Attend office visits with patient as needed to improve quality and compliance.
- Will attempt to contact patients via phone or mail regarding preventive care measures as well as chronic or acute care clinical measures. Responsible for collecting lists of patients who are overdue for preventative testing as well as those who have received orders for the testing, but have not completed the testing. Keep records on a spreadsheet.
- Will be responsible for attempting to collect any incentives offered to CAC/Valley View Health Centers by reviewing charts for compliance and reporting the results to the requesting Insurance Company.
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.
- Must be self-motivated. Ability to do multiple tasks at one given time.
- Ability to handle confidential information in professional in manner.
- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC.

Accountabilities:

- Accountable to the assigned supervisor for high standards of accuracy, attention to detail, and timely completion of work.

- Is aware that social networking sites are banned during work time unless they are program specific.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with patients and maintain a positive reflection of CAC and the Valley View Health Centers.
- Follows attendance and adheres to the attendance policy.

Non-Essential Job Functions:

- Committee assignments.

Other Skills/Abilities/Documentation

- Knowledge of Community Action Programs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.