

**Middle Georgia Regional Development Center  
Job Description**

**JOB TITLE: Care Coordinator Licensed Practical Nurse**

**FLSA Status: Exempt**

**Reports to: Care Coordination Program Manager**

**Grade: 16.1**

**SUMMARY:**

Under direction and supervision of a licensed, professional registered nurse, this position is primarily responsible for performing medical and social reassessment of nursing facility intermediate level of care and appropriateness for community-based services for Medicaid recipients in the Community Care Services Program (CCSP). Functions as a member of an interdisciplinary team, including client's physician, and serves large geographic areas. This position reports directly to the Care Coordination Program Manager of the Middle Georgia Regional Development Center.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Completes reassessments on clients following appropriate guidelines.
- Schedules appointment for face-to-face interview with client at client's resident, hospital, long-term care facility, or other appropriate site as indicated.
- Conducts annual reassessments in a face-to-face interview with the client and/or representative using the intermediate level of care criteria and the MDS-HC or arranges reassessment by the registered nurse care coordinator as appropriate.
- Develops the Comprehensive Care Plan to reduce the risks identified in the MDS-HC triggers.
- Submits completed reassessments to a registered nurse for review and recommendations.
- Reviews changes in CCP with assigned care coordinator.
- Analyzes and interprets all medical and social information as compiled and obtains additional information as needed: e.g. consultation with RN, physician, and other professionals.
- Assists with statistical data compilation.
- Researches and maintains up-to-date knowledge of community resources.
- Attends organizational meetings, CCSP Network meetings, administrative hearings, and training as required.
- Collaborates with RN and/or social services care coordinators in development of the Comprehensive Care Plan.
- Participates in interventions identified in the client's disease management plan.
- Attends hearings as requested, providing data and client records required by the hearing officer.
- Keeps supervisor informed of CCSP progress and problems.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS and ABILITIES:**

The Care Coordinator Licensed Practical Nurse must be knowledgeable of the following human services principles, regulations, and concepts:

- Knowledge of the Older Americans' Act, Community Care Services for the Elderly Act, Division of Aging Services CCSP Care Coordination Manual, Division of Aging Services CCSP Provider Services Manual, Health Insurance Portability and Accountability Act, Community-Based Services, and knowledge of aging programs and services in the Planning and Service Area.
- Skill in establishing and sustaining interpersonal relationships.
- Knowledge of community organization and service system development.
- Skill in communicating to diverse groups of people.
- Skill in using basic computer operations.
- Knowledge and skill in social and health service intervention techniques and methodology.
- Skills and techniques in problem-solving.
- Skill in using Client Health Assessment Tool (CHAT) and Enhanced Services Program (ESP).

**MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Currently licensed to practice in the State of Georgia and two years experience as a licensed practical nurse (LPN) in one of the following areas:

- Geriatric nursing
- Community health
- Long-term care
- Chronic diseases of adults

**NOTE:** Completion of a course of study equivalent to a Bachelor's degree in human services, community, or Gerontology may substitute for one year of experience.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Care Coordinator Licensed Practical Nurse is supervised by the Care Coordination Program Manager of the Middle Georgia Regional Development Center. The Care Coordinator Licensed Practical Nurse receives assignments from the Care Coordination Program Manager. The Care Coordinator Licensed Practical Nurse has no supervisory responsibility.

**TRAVEL:**

The Care Coordinator Licensed Practical Nurse is required to travel to client's residence, including hospitals, long-term care facilities, or other appropriate sites and meetings held throughout the Middle Georgia Regional Development Center service area. The Care Coordinator Licensed Practical Nurse must possess a valid driver's license and must have access to reliable transportation. The Care Coordinator Licensed Practical Nurse is sometimes required to perform essential duties and responsibilities and to attend meetings that occur during the evening (after working hours), weekends, and/or during the early morning (prior to working hours). Occasional overnight trips may be required. Some meetings may be held in areas outside the Middle Georgia Regional Development Center service area.

**GUIDELINES:**

The Care Coordinator Licensed Practical Nurse utilizes guidelines set forth by the Older Americans' Act, Community Care Services for the Elderly Act, Division of Aging Services CCSP Care Coordination Manual, Division of Aging Services CCSP Provider Services Manual, and Middle Georgia RDC Policies and Office Procedures.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret medical conditions and terminologies in order to assist clients. Ability to write case notes, reports, and business correspondence. Ability to effectively and persuasively present information and respond to questions from diverse groups of people.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic mathematical concepts of addition, subtraction, multiplication, and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**COMMUNICATION SKILLS:**

Must be able to communicate orally and in written form in a professional manner to give or exchange information; resolve problems; and provide service to clients, CCSP service providers, Middle Georgia RDC employees, local government officials, members of state agencies, and the general public.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in various forms and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk on the telephone, listen, use a computer, and lift light to heavy objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is typically performed in an office or client's residence, hospital, long-term care facility, or other appropriate sites where the noise levels are usually low-to-moderate.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the Middle Georgia Regional Development Center to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_