

**Middle Georgia Regional Development Center  
Job Description**

**Date Adopted:**

**JOB TITLE:** Assessment Nurse

**FLSA Status:** Exempt

**Reports to:** Care Coordination Program Manager

**Grade:** 18

**SUMMARY:**

This position is primarily responsible for conducting professional assessments and determination of a level of care and appropriateness for the Community Care Services Program (CCSP) for Medicaid recipients or potential Medical Assistance Only clients. Functions as a member of an interdisciplinary team including client's physician. 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.*

- Schedules appointment for face-to-face interview with prospective client at client's residence, hospital, long-term care facility, or other appropriate site as indicated.
- Conducts comprehensive interview with client and/or representative using intermediate level of care criteria and MDS-HC that allows for compilation of pertinent social information, functional status, physical, mental, nutritional status, adequacy/inadequacy of support system and physical environment, as well as the client's preference for community-based or institutional services.
- Explains to client and/or representative all aspects of the program and obtains client signature on all necessary forms.
- Analyzes and interprets all medical, social information as compiled, and obtains additional information as needed; e.g. consultation with physician and other professionals.
- Uses a comprehensive approach to discuss and clarify client's needs in an interdisciplinary team meeting.
- Determines with Care Coordinator appropriate service and service setting necessary to maintain or improve the health/functional status of clients.
- Determines a level of care for CCSP or makes a recommendation for institutional care.
- Develops with Care Coordinator an initial care plan.
- Completes a reassessment on clients following the appropriate guidelines.
- Attends organizational meetings, CCSP Network meetings, administrative hearings, and training as required.
- Collaborates with Care Coordinators in development of the Comprehensive Care Plan.
- Keeps supervisor informed of progress and problems associated with duties.

- Reports suspected abuse, neglect, or exploitation of any client to APS if client does not live in a PCH, or to LTCO and ORS if client lives in a PCH. Reports information to the ALS family model provider, if appropriate.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS and ABILITIES:**

The Assessment Nurse must be knowledgeable of the following medical and 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 communicating to diverse groups of people.
- Skill in using basic computer operations.
- Skill in using Client Health Assessment Tool (CHAT) and Enhanced Services Program (ESP).
- Knowledge of ICD-9 Codes.

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

The Assessment Nurse must possess a current RN License and at least two (2) years of related experience as a registered professional nurse in one of the following areas:

- Geriatric Nursing,
- Community Health,
- Long-Term Care, or
- Chronic Diseases of Adults.

Completion of a course of study equivalent to a Master's degree in Nursing or Community Health may substitute for one year of experience.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

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

**TRAVEL:**

The Assessment 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 Assessment Nurse must possess a valid driver's license and must have access to reliable transportation. The Assessment 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 Assessment 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 clients 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 assigned to me.*

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

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

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

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