



## EASTERN ALEUTIAN TRIBES

3380 C Street, Suite 100  
Anchorage, Alaska 99503  
Telephone (907) 277-1440  
Fax (907) 277-1446  
www.eatribes.org

### **RECRUITMENT BULLETIN**

**POSITION:** RN Case Manager  
**PROGRAM:** Health Services  
**FLSA:** Exempt  
**POSTED ON:** 04/11/2018

**LOCATION:** Sand Point  
**SALARY:** \$DOE  
**FT/PT/INT:** Full Time  
**CLOSING DATE:** Open until filled

---

#### **PURPOSE OF POSITION:**

Under general direction, the RN Case Manager leads the health center's patient-centered medical home. The position coordinates care and brings together the many different resources throughout the continuum of health care services to best serve the patient—as an individual, not as a number. Our patient-centered approach requires development of individualized care plans to assist the patient in obtaining the best possible health for both acute and chronic illnesses. Familiarity with community support services, public service/benefit programs, patient assistive technology, long-term restorative care services and specialty care is necessary. The RN Case Manager understands the impact of family dynamics, cultural influences, psychosocial issues, substance abuse issues on the health and well-being of the patient and how to best develop strategies for the maximum benefit of the patient. The RN Case Manager strengthens the entire tribal health system through continuous efforts to bridge disparate systems of care into one unified continuum of care from the remote village clinic to the tertiary care hospital and back to the patient's home.

The RN Case Manager coordinates and leads in the integration of care across all elements of the complex healthcare system (e.g., sub-specialty care, hospitals, home health agencies, rehabilitation centers, medevac services and the local community health center) and the patient's community (e.g., family, public and private community-based services). Care is facilitated by registries, information technology, health information exchange and other means to assure that patients get the indicated care when and where they need and want it, in a culturally and linguistically appropriate manner.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of program services, client needs and management techniques; Knowledge of the science, principles, techniques, and procedures for the care of patients; Knowledge of healthcare terminology, anatomy, physiology and concepts of disease; Knowledge of the Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub. L. 104-191, 110 Stat. 1936, enacted August 21, 1996); Knowledge of the 2013 Centers for Medicare and Medicaid Services (CMS) Transitional Care Act allowing billing for transitional care management services; Knowledge of Case Management Society of America's (CMSA's) *Standards of Practice for Case Management* to provide for effective, safe, timely and complete transitions of care for EAT's patients; Knowledge of the Joint Commission Standards; Knowledge of resources available regarding the regulations and parameters of third-party reimbursement; Knowledge of setting up and maintaining patient registries such for tracking cancer screening programs and tumor registries, high-utilizers, and palliative care clients; Knowledge of contract health care, clinical protocols used by Indian Health Service, and the Community Health Aide Program; Knowledge of supervisory duties to evaluate and support the assigned duties of subordinate case management employees; Skill in evaluation of case management services; Skill in using sound professional judgment in developing new methods of case management, developing new policies and procedures where none currently exist, and updating those policies and procedures currently in place which do not adhere to the patient centered medical home or current best practices in transitions of care and care coordination; Skill in assessing and prioritizing multiple requests by patients, families, and team members; Skill in critical decision making that potentially affects patient health and medical outcome. Identify and coalesce information from multiple sources

for decision-making purposes; Skill in the interpretation and communication of medical information in ways understood by patients and their families; Skill in providing cardiopulmonary resuscitation; Skill in analyzing clinical test and examination results; Skill in operating medical equipment; Skill in assessing and prioritizing multiple tasks, projects and demands; Skill in operating a personal computer utilizing a variety of software applications; Skill in peer review process according to professional standards and practice guidelines; Ability to read, analyze and interpret practice standards, professional journals, technical procedures and federal, state, tribal and local standards, regulations and requirements; Ability to explain the purpose of the TJC Center for Transforming Healthcare and the Initiative: Improving Transitions of Care: Hand-off Communications, Primary Care Medical Home and Integrated Care Certification; Ability to efficiently and effectively manage multiple clinical tasks, projects and demands; Ability to perform job with minimum supervision; Ability to maintain quality, safety, and infection control standards; Ability to communicate effectively orally and in writing; Ability to solve complex problems and deal with a variety of issues; Ability to write clinical reports, procedure manuals, quality assurance reports, flowcharts and design/create/manage databases.

**MINIMUM QUALIFICATIONS:**

Required:

- Bachelor’s Degree in Nursing from an accredited school of nursing
- Two (2) years of related clinical experience; experience in the case management of chronically or catastrophically ill or injured individuals
- Licensure: Current, Active, Unrestricted licensure as a Registered Nurse in the State of Alaska is required.
- Maintenance of continuing education appropriate to case management and renewal of certification is required.

Preferred:

- Certification in Nurse Case Management
- Experience working with the Alaska Native Tribal Healthcare System
- Experience in cross culture setting.

**TO APPLY:**

For a full position description, please contact Human Resources @ (907) 564-2506. Send application to:

Eastern Aleutian Tribes  
ATTN: Human Resources  
3380 C Street, Suite 100  
Anchorage, Alaska 99503

**Or**

Fax to: (907) 277-1446  
ATTN: Human Resources

**NATIVE PREFERENCE:**

Preference shall be given to eligible & qualified Alaska Native/American Indian applicants, pursuant to PL 93-638 Indian Self Determination Act as amended, in hiring, contracting, and training for all positions within Eastern Aleutian Tribes. Eastern Aleutian Tribes is a drug & alcohol free/smoke free workplace.

“Working Together to Promote Healthy Communities”

*Adak • Akutan • Cold Bay • False Pass • King Cove • Nelson Lagoon • Sand Point • Whittier*