

## Job Description

Job Title	Registered Nurse Consultant
SOC	29-1141
Department	Training and Outreach
Reports To	Director, Communications & Professional Development
Supervisory Duties	No
Classification	Non-Exempt
Travel Required	Negligible
Revision Date	July 2020

### Summary of Position

The Registered Nurse Consultant position is responsible for consulting with Case Managers regarding health issues of Individuals served on the Medicaid Waiver, leading them to the appropriate resources and performs audits of case management documentation, while upholding IPMG's Core Values and Mission.

### Essential Functions & Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

- Provide consultation to Case Managers, during regular, pre-determined office hours, with regard to health issues of Individuals served on the Medicaid Waiver; lead them to appropriate responses and encourage communication among all health care providers
- Conduct regular audits of Individuals' documents as requested by Intensive Services Coordinator, Case Manager, or other sources, and provide feedback; this includes but is not limited to medication reviews, risk plan reviews and development, and all other documentation regarding the Individual
- Support and update CARF Health and Safety standards as requested
- Collaborate with Human Resources and American Health and Wellness on coordinating IPMG's Balance Life Wellness Program which includes quarterly wellness challenges
- Develop and present employee training related to all waiver services, including Med Model
- Participate in continuing education opportunities that are offered
- Complete mortality reviews; review documentation and conduct interviews with Case Managers; prepare final report and upload along with providing recommendations for follow-up; prepare quarterly and annual reports
- Other projects as assigned by management

### Competencies

- Strong verbal and written communication skills
- Relationship building

### Supervisory Responsibilities

This position does not supervise employees.

### Required Education & Experience

- Bachelor's degree in Nursing (RN)
- Minimum 1 year of direct experience working with persons with developmental and/or intellectual disabilities
- Active Indiana State Nursing License
- Knowledge of web-based systems
- Strong technology skills
- Ability to perform successfully in a virtual environment under minimal direct supervision

#### Preferred Qualifications & Experience

- Knowledge/experience with Waiver case management processes, standards and regulations

#### Additional Eligibility Requirements

- Authorization to access the State of Indiana's operating systems
- Current and valid driver's license
- Current and valid car insurance
- Ability to pass a thorough background screen

#### Work Environment

This position functions in a home office setting, using standard office equipment such as a computer, phone and scanner.

#### Physical Demands

Minimal lifting and reaching is required. This is primarily a sedentary position.

#### Position Type & Expected Hours of Work

This is a part-time position, with a pre-determined work schedule with expectation that email and voicemail responses are returned within 24 hours of receipt and that the employee working 10-15 hours in a workweek.

#### Travel

Limited travel is required.

#### EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

#### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.*

Employee Signature

Date