

**NORTHEAST VALLEY HEALTH CORPORATION**  
**1172 North Maclay Avenue**  
**San Fernando, CA 91340**  
*Job Description*

**REGISTERED NURSE: HIGH RISK CASE COORDINATOR-BBN**

**DEFINITION:**

Under the supervision of the Director of the Best Babies Network, works with all collaborative agencies and partners to assist in case coordination for high risk women in the SPA 2 targeted areas during the perinatal, intrapartum and post partum periods.

Case coordination or management will entail assisting with an assessment of strengths and challenges evident in the woman and family, recognition of areas where intervention is indicated and developing and implementing a plan that has been jointly developed by all involved.

**Reports to:**

Direct & Administrative: Director-Best Babies Network

Professional/Technical: Director of Nurses and Women's Health Medical Director

**Hours/Location:**

This is a full time position Mon-Fri (8:30 am -5 pm). The position will be based at our new Sun Valley Health Center.

**Salary:**

\$30-\$33/hour

**Contact:**

Human Resources at (818) 898-1388 for an application or FAX resume to (818) 898-3425.

**Supervises:**

Case Coordinator-OPOD

Dual supervision of Women's Health case management staff (with departmental RN Coordinator)

**Responsibilities:**

1. In collaboration with providers, organizes and renders nursing advice and case coordination for high risk clients in SPA 2, working with other partner agencies as needed, to ensure continuity of care and follow up as required by funding program. Seeks professional/ technical advice from physician as needed. Documents all encounters as required by program (may require use of an electronic registry or database).

2. In conjunction with site WH RN Coordinator or Program Manager, trains and monitors WH staff case management functions that shall include, but is not limited exclusively to:
  - a. Techniques of interviewing, counseling, and communication.
  - b. Developing an individualized care plan.
  - c. Risk for medical, psychological, and/or social problems.
  - d. Criteria for mandatory patient referrals and/or consultations.
  - e. Educating case management staff on NEVHC and community services that are available to the prenatal/post partum patient and her family.
  - f. Referral process for high risk cases and case coordination services.
3. Assists Director of BBN Collaborative in identifying new/potential partners to participate in collaborative activities and meetings.
4. Works with NEVHC Women's Health Medical Director and/or Women's Health Program Administrator to improve NEVHC Perinatal programs and services. May attend meetings, activities, task force meetings as part of this process.
5. Participates in Healthy Babies Learning Collaborative as directed by supervisor.
6. Performs other duties as required or as assigned by the Director.
7. Customer Service - Treats customers, patients, co-workers, and others with dignity, respect and trust. Is able to work effectively by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; addressing others by name, title or other respectful.
8. Participates in all safety programs which may include assignment to an emergency response team.

## **QUALIFICATIONS**

1. Must be a graduate of an accredited school of nursing with a valid, current CA Registered Nurse license to practice. Two years clinical experience as a Registered Nurse, with a minimum of one year experience in Maternal and Child Health/Prenatal Services (pre-CPSP experience).
2. Be able to communicate tactfully and empathetically, with cultural sensitivity; with staff and patients. Fluently bilingual Spanish and English strongly preferred.
3. Must possess excellent interpersonal and supervisory skills.

4. Current, valid CA Driver's License, valid vehicle liability insurance, and an available vehicle needed.
5. Must maintain a current Cardio-Pulmonary Resuscitation certification, in compliance with corporate CPR policy.
6. Must be willing and able to work a varied and flexible schedule to accommodate the needs of NEVHC and its patients.
7. Must maintain or exceed competency levels as established by corporate standards for clinical practice.
8. Able to use a personal computer, access the internet and knowledge of Word processing and spreadsheet software. The MIS Patient Information System access level is N/A.