



Job Description & Classification Specification Lewis Mason Thurston Area Agency on Aging

CONSULTING REGISTERED NURSE

FLSA Status: Overtime Eligible/Non-Exempt

2024 Salary Range: \$69,597 to \$92,813 annually (based on 1.0 FTE)

Currently seeking 0.8-1.0 FTE

Reports To: Case Management Supervisor

Supervisory Responsibilities: No

JOB OVERVIEW

Provides nursing consultation for clients receiving in-home state-funded services with unmet medical needs, upon referral by a Case Manager. Works under general supervision, handling many details independently and deciding appropriate actions within the scope of RN licensing regulations. No skilled nursing tasks may be performed as part of the job functions.

ESSENTIAL JOB FUNCTIONS

- Consults with staff, families, clients, and other professionals on behalf of personal care clients.
- Provides education and training on medical topics to clients and caregivers.
- Makes referrals for medical equipment and services.
- Performs physical assessments and completes related documentation.
- Observes the performance of authorized tasks by the personal care service provider when appropriate and assesses the need for additional training.
- Reviews the current personal care service plan to determine if there are any unmet medical needs, and if so, recommends revisions to be made.
- Completes required service summaries after each visit or consultation and distributes copies as appropriate.

OTHER JOB FUNCTIONS

- Participates in meetings and training as required or appropriate.
- Performs other duties as assigned.

APPLICANT PREREQUISITES

- Requires full vaccination against Covid-19. Proof of vaccination is mandatory.
- Requires maintenance of current Washington State Registered Nurse license. Preference given to candidates with home health or other in-home service experience. Prior experience with federal/state Medicaid program desired.
- Requires ability to collaborate with representatives from other agencies in balancing the best interest of the client with the requirements of the program.
- Requires a current Washington State driver's license, a legally licensed vehicle, and auto liability insurance. Must provide own personal transportation to and from clients' homes with mileage reimbursed by the agency.
- Requires ability to communicate effectively, orally and in writing.
- Requires ability to organize and coordinate work effectively and schedule client visits efficiently.
- Requires ability to work effectively, both independently and as a member of a team, to use sound judgment and tact in dealing with clients, providers, and members of the public and in interpreting regulations, policies, and procedures.
- Ability to work with computers and various computer software programs.
- Successfully pass a background check according to DSHS/ALTSA and agency policies

EDUCATION & EXPERIENCE MINIMUM*

- Bachelor's degree in nursing AND 3 years of clinical or functional nursing experience.
- OR Master's degree in nursing AND 2 years of clinical or functional nursing experience.

**An equivalent combination of related education, training and experience that demonstrate the knowledge, skills and ability to effectively perform the essential functions of the position may be considered.*

WORKING CONDITIONS

- This position requires an ability to perform office functions in a hybrid work model, which includes working two days per work week in a designated Agency office and the remainder of the week in a designated home office. Work is performed indoors in an office environment, usually weekdays between the hours of 8:00 AM and 5:00 PM.
- Travel is required within Lewis, Mason and Thurston counties and occasionally to other parts of the state.

- Work is performed in a variety of settings, including in the office, clients' homes, and community residential settings. Includes traveling to and from clients' homes, meetings and events using own vehicle. Employee may be exposed to allergens and irritants in clients' homes.
- Must be able to access clients' homes.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

DISCLAIMER

The statements contained herein reflect general details as necessary to describe the essential functions and core competencies of this position, the level of knowledge and skill typically required and the scope of responsibility. This job description, while comprehensive, should not be considered an all-inclusive listing of work requirements or tasks. Individuals may perform other duties as assigned.

This Agency is an equal opportunity employer and is committed to working with its employees to reasonably accommodate them with the physical aspects of a position. Qualified applicants are considered for employment without regard to race, creed, religion, color, age, sex, national origin, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap, or any other protected characteristic as outlined by federal, state, or local laws.