

Peer Assistance Services, Inc. Nurse Case Manager Job Description

The statewide Nursing Peer Health Assistance Program/Nurse Alternative to Discipline Program provides comprehensive services to RNs and LPNs who may be experiencing physical, emotional, psychological, substance use/abuse problems or other personal issues. This Colorado Board of Nursing contract is funded by license fees and services are delivered by professionals at Peer Assistance Services, Inc. The objectives are the protection of the public and the rehabilitation of the nurse.

Job Title Case Manager	Program (s) Nurse Peer Health Assistance Program	FLSA Exempt Status Salary Exempt
Date: January 20, 2010	Date of Last Revision January 20, 2010	Hours Monday-Friday 8AM-5PM

Primary Purpose of Job: Employee is responsible for assessment, referral, and on-going case management of clients of the Nursing Peer Health Assistance Program.

Principle Duties and Responsibilities:

- Provide case management for program participants, including the rigorous monitoring of compliance with rehabilitation contracts.
- Conduct comprehensive biopsychosocial assessments of program participants.
- Provide treatment recommendations and on-going monitoring and evaluation of program participants.
- Assist participants in navigating through alternative to discipline program.
- Maintain accurate records and prepare reports for regulatory review.
- Collaborate with a multidisciplinary team to best manage cases.
- Assist in the development of all required program reports.
- Maintain regular communication with State Board of Nursing.
- Participate in case staffing with the Clinical Advisory Panel.
- Represent organization at conferences and establish and maintain relationships within the community.
- Assist Program Director in developing plans for internal training.
- Must have the ability to work independently and set priorities in the absence of supervision.
- Excellent communication, public speaking and presentation skills are essential.
- Establishes, maintains and manages relationships with key partners throughout multiple community agencies and clinics.
- Willing to travel on a regular basis throughout the Denver Metro area to provide trainings to clients, clinics, and community agencies.

Reports to: Program Director, Nursing Peer Health Assistance Program

Direct Reports: None

Job Specifications: BSN Registered Nurse with social work, psychiatric, and/or addictions experience or MSN (preferred). Must currently hold or be eligible for the following certifications: Certified Addictions Counselor, Certified Addictions Registered Nurse, and Certified Employee Assistance Professional. MS office proficiency required. Excellent verbal and written communication skills, organizational skills and attention to detail.

Working Conditions: Favorable office environment with some state-wide travel required. 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.

While performing the duties of this job, the employee is occasionally exposed to normal office equipment with the risk of electric shock. The employee occasionally works near moving mechanical parts such as copy machines, postage meters, etc. The noise level in the work environment is usually moderate.

Physical Requirements: 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 stand; walk; use hands to handle; or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, sit, kneel or crouch. The employee must regularly lift and or move up to 25 pounds, and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**To apply please e-mail resume and cover letter to hr@peerassist.org (phone calls will not be accepted)
Minorities are encouraged to apply. EOE.**