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## **POSITION DESCRIPTION**

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**POSITION:**                    **COMMUNITY HEALTH CASE MANAGER/SUPERVISOR**

**DEPARTMENT:**    Health & Human Services Department                    **GRADE:** DOE

**REPORTS TO:**        Health & Human Assistant Director                    **STATUS:** EXEMPT

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### **POSITION SUMMARY:**

The Community Health Nurse Coordinator provides program management for a wide range of community health needs. This position will evaluate the effectiveness of the Community Health Program and make a collaborate effort with employees to provide prevention and wellness to the BMIC. The Community Health Nurse Coordinator supervises a wide range of Community Health services including coaching and teaching team members while expanding direct patient care and patient advocacy.

### **ESSENTIAL FUNCTIONS:**

1. Establish Community Health Program philosophy goals and objectives, policies, and procedures.
2. Responsible for the development of an annual program plan for Community Health Services based on documented community needs, which may include; maternal and child health, home health/nurse care; communicable disease control, and services to the chronically ill.
3. Works with established team to provide support and oversight of community health prevention programs, employee health programs, community events such as covid testing and covid vaccination clinics.
4. Ensure quality community health programming through the development, implementation and evaluation of protocols, policies, and procedures.
5. Assist with designing and conducting epidemiological surveys, field investigations, and management tools to appraise health needs.
6. Collaborate with BMHC departments and other resource agencies for the purpose of planning and coordinating community health services.
7. Develop a Case Management Program that includes the continuity of a referral system that will contribute to continuity of care of individuals receiving care from tribal clinic programs, hospitals, and other providers.
8. Identify and coordinate staff that act as liaisons between patients and other service providers ensuring referral systems are followed.
9. In collaboration with the interdisciplinary team contributes to the plan of care and education, problem solving, and discharge plan of patients.
10. Communicates with all Health & Human Services staff in order to collaborate, coordinate, and maintain continuity of care for patients.

11. Provide supervision and training for community health staff and assists with credentialing of staff.
12. Work with the Quality Improvement Coordinator in setting up an evaluation plan that tracks both client-centered and program outcomes as they relate to Community Health.
13. Oversees the Infection Control Program including the advisory on the development and implementation of applicable policies and procedures.
14. Assist the Health & Human Services Director and Assistant Health & Human Services Administrator to perform fiscal management functions as they relate to community health programs.
15. Prepare and submits statistical and/or narrative reports as required by funding sources and/or as requested by the Health & Human Services Director.
16. Ensures that patient information be kept strictly confidential for the protection and privacy involved parties.
17. Follows Bay Mills Health Center written policies, procedures, manuals and memorandum.
18. Must attend all mandatory trainings offered through the Human Resource Department and/or Department Director.
19. Other duties may be assigned within the scope and complexity of this position's essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee's work is completed from the Community Health Department and may involve direct, daily contact with sick patients. The employee completes their work under normal office conditions, temperatures, and is environmentally controlled the majority of the time. Potential for exposure to blood or body fluids or other infectious diseases is present during patient and family contacts.

**POSITION REQUIREMENTS:**

1. Bachelor of Science in Nursing with a Community Health background preferred.
2. Requires active licensure as a Registered Nurse in State of Michigan. (Will consider those applicants that are within a year time frame of completing this degree)
3. Experience in management, coordination of programs, and staff supervision preferred.
4. Experience in planning and delivering clinical community health education. Two to three years' experience working in community health education and/or patient education programming.
5. Knowledge of administration and management concepts in order to develop, plan, conduct, and evaluate community health programs.
6. Knowledge and skill in using the nursing concepts, principles, and practices.
7. Knowledge of and ability to promote wellness through teaching and counseling.
8. Working knowledge of computers.

9. Experience in clinical filing and record keeping.
10. Experience in working with and/or knowledge of Native American culture.
11. Familiarity with HIPAA and all related privacy and confidentiality regulations.
12. Must successfully pass all background checks.
13. Must have excellent past work history and excellent attendance record as demonstrated through employment references.
14. Must possess a personable, client friendly attitude along with organizational ability to handle multiple tasks simultaneously.
15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** November 15, 2021 (4:30pm)

**APPLY TO:** Send Application and Resume to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Community Health Case Manager/Supervisor

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*