



**GEORGIA DEPARTMENT OF  
PUBLIC HEALTH (GA)**  
invites applications for the  
position of:

## **Nurse Case Manager**

# **Georgia Department of Public Health**

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**SALARY:** \$45,000.00 - \$47,000.00 Annually

**OPENING DATE:** 05/14/19

**CLOSING DATE:** 06/09/19 11:59 PM

### **DESCRIPTION:**

Pay Grade: L

The Georgia Department of Public Health is the lead agency entrusted by the people of the state of Georgia with the ultimate responsibility for the health of communities and the entire population.

The agency is seeking a highly qualified candidate for the position of Nurse Case Manager within the North Health District in Gainesville, Georgia.

### **JOB RESPONSIBILITIES:**

1. Performs clinical duties for HIV positive individuals with minimal supervision per protocol. Clinical duties include: immunizations, STD screening and treatment, physicals, GYN examinations, and referrals for vision/dental/primary care/mental health services.
2. Consults with infectious disease and primary care physicians as needed to address patient needs and concerns.
3. Develops and updates Individual Service Plans (ISPs) and Acuity Scales at least every 6 months.
4. Initiates and completes Medical/Psychosocial referrals.
5. Enrolls and completes new and re-enrolling client intakes to facilitate linkage to care.
6. Monitors daily clinic schedule for missed appointments and medical adherence (non compliance) to ensure viral load suppression and continued linkage to care.
7. Completes 3rd party prior authorizations for medication payment.
8. Reviews and completes Social Security HIV/AIDS Medical Verification Forms
9. Performs home and/ or hospital visits for client enrollment for continuity of care.
10. Uses CareWare and VHN (electronic health records system) to document all medical and supportive services.
11. Assures all deliverables are met in accordance with the Ryan White Part B programmatic annexes and master agreement.
12. Assists in gathering programmatic reports and data.
13. Participates in all clinic activities, quality management, consortium, and community initiatives.
14. Attends job related conferences and seminars.
15. Performs other duties as necessary.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Nursing from an accredited college or university AND One year of PHN experience AND Current Georgia license to practice as a Registered Professional Nurse AND CPR certification  
OR

Associate's degree/diploma in Nursing from an accredited college AND Two years of RN experience AND Completion of a PHN course within one year of hire AND Current Georgia Registered Professional Nurse license AND CPR certification.

### **ADDITIONAL INFORMATION:**

Georgia Department of Public Health Commissioner and leaders encourages all employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being.

The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break.

### **Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credential recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE) will be considered. DPH will contact educational institutions to verify degree, diploma, licensure, etc.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check.

As an employee of DPH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [DPH-HR@dph.ga.gov](mailto:DPH-HR@dph.ga.gov).

### **DPH is an Equal Opportunity Employer**

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.