

JOB DESCRIPTION

Position: Personal Care Management Clinical Supervisor

Reports To: PCM Manager

Supervision exercised: RN & OT Evaluators

Company: Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) not-for-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

Exempt or Non-Exempt Status: Exempt

Responsibilities:

- Responsible for the staffing, development and supervision of all PCM Clinical staff including part time flexible staff;
- Review MassHealth and One Care clinical evaluations for completeness and accuracy based on consumer's needs;
- Remain current on state and federal regulations of the PCA Program and any internal policies and procedures of CLW;
- Conduct ongoing quality management of consumer case files and clinical evaluations to ensure all evaluations meet contract requirements;
- Provide trainings to clinical staff (RNs and OTs);
- Lead Clinical Meetings which includes agenda development and drafting meeting minutes;
- Act as the point person and respond to MassHealth inquiries on evaluations submitted, pending or deferred;
- Represent CLW at community events and meetings as required, ensuring that the mission and resources reflect changes in community needs;
- Work with PCM Administrative staff to assign, track, and follow-up on evaluations to ensure all evaluations are submitted in a timely manner;
- Work with PCM Administrative staff to request extensions or gaps in services, as needed;
- Work with PCM Administrative staff in communicating with physicians or other health professionals, as needed;
- To evaluate the physical and cognitive functional status of consumers in their home and make recommendations to maximize their safety and independence for Personal Care Attendant (PCA) and/or Massachusetts Rehabilitation Commission (MRC) Home Care Assistance Programs;
- To work in tandem and exchange information with the Occupational Therapist during and throughout the initial evaluation process;
- To obtain, complete and submit all necessary documentation as required by CLW PCA Program so that a successful application can be made on a timely basis (i.e., evaluations, billing, invoice, etc.);
- To make cost effective recommendations on equipment, services, physical therapy, occupational therapy and additional skills training;
- To perform adjustment assessments for PCA Services, as requested;

- Other duties as may be assigned.

Essential Functions:

- This position requires frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies and other third parties;
- This position requires the ability to understand the requirements of the PCA and MRC Home Care Assistance Program and to be able to evaluate and refer the consumer/guardian regarding the scope and responsibilities of the program;
- This position requires the ability to travel within service area and beyond as needed;
- This position requires the ability to accurately enter information into database;
- This position requires the ability to use office machinery, including calculators;
- This position requires the ability to remain in a stationary position for extended periods of time;
- This position requires the ability to maintain strict confidentiality;
- This position requires the ability to write an individualized care plan.

Preferred Qualifications:**Education**

- Associate or Bachelor Degree in Nursing
- Licensed Registered Nurse (Massachusetts)(current)

Experience

- Supervisory experience and skills;
- 3-5 years of experience as a RN in either a hospital or community nursing environment;
- Excel, Microsoft Office, data base management;
- Working in or involved with the disability/elderly community;
- PCA program and Minimum Data Set-Home Care (MDS-HC) Evaluations.

Possess the ability to:

- Work independently and as a team member;
- Work effectively with individuals with diverse disabilities and cultures;
- Prioritize and meet deadlines;
- Problem solve;
- Provide guidance and advocacy.

Familiarity with:

- Independent Living issues and philosophy;
- MassHealth, state agencies and provider service system available to serve individuals with disabilities/(older persons);
- Civil rights for individuals with disabilities.

This job description is subject to change at any time.

Individuals with disabilities strongly encouraged to apply