

## JOB DESCRIPTION

**Position:** RN & LPN Clinical Evaluator - Per Diem

**Reports To:** PCM Clinical Supervisor, RN

**Supervisory Responsibility:** None

**Company:** Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) non-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 five core services: Advocacy, Skills training, Peer support, Information and Referral and Transitions.

**Exempt or Non-Exempt Status:** Non-Exempt

### **Responsibilities:**

- Evaluate or re-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.
- Complete a minimum of 15 evaluations per month.
- To work in tandem and exchange information with the Occupational Therapist during and throughout the initial evaluation process.
- Obtain, complete and submit all necessary documentation as required by CLW PCA Program so that a successful initial or re-evaluation can be made on a timely basis (i.e., evaluations, re-evaluations, billing, invoices, etc.)
- Make cost effective recommendations on equipment, services, physical therapy, occupational therapy and additional skills training.
- Remain current on state and federal regulations of the PCA Program and any internal policies and procedures of CLW.
- Perform adjustment assessments for PCA Services, as requested.
- Represent CLW and participate in meetings as needed.
- Provide trainings to CLW staff in areas of expertise as requested.
- Other duties as assigned.

### **Essential Functions:**

- Frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies and other third parties.
- Understand the requirements of the PCA and MRC Home Care Assistance Program and to be able to re-evaluate and refer the consumer/guardian regarding the scope and responsibilities of the program.
- Travel within service area and beyond as needed.
- Accurately enter information into database.

- Use office machinery, including calculators.
- Maintain strict confidentiality.

## **Education**

- Licensed Practical Nurse, LPN – in Massachusetts & current.
- Registered Nurse, RN – in Massachusetts & current.

## **Experience**

- 1-2 years of experience as an LPN or RN in a community setting helpful.
- 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
- Take direction and understand consequences of action
- Familiarity with:
- Independent Living issues and philosophy
- MassHealth, state agencies and provider service system available to serve individuals with disabilities/ (older persons);

## **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- This position requires the ability to remain in a stationary position for extended periods of time.
- Must be able to lift up to 15 pounds at times.
- Travel to meet with consumers will be required.

**This job description is subject to change at any time.**

*Individuals with disabilities strongly encouraged to apply*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_