

## Registered Nurse

Written by Options for Independent Living  
Tuesday, 21 April 2015 10:51 -

---



GREEN BAY - The Registered Nurse will ensure that MA regulations are met and followed through the entire process. The RN will effectively follow requirements for maximizing MA prior authorizations, provide supervision of consumers every fifty to sixty days in their homes, provide training to personal care workers as needed, report appropriately to consumers' medical doctor, and assist in in-service training and other educational forums. Services provided in 17 county area of Northeastern WI, Fox Valley and Lakeshore.

### QUALIFICATIONS:

Education: Associate or Bachelor's degree in nursing and current licensure to practice in the state of Wisconsin

### Experience:

- At least one year of supervision or administrative experience in personal care services or in a related program
- Broad knowledge of Medical Assistance regulations. Familiarity with the MA process to include obtaining Prior Authorizations and delegation of duties to Personal Care Workers.
- Knowledge of and belief in consumer driven services. Ability to be highly sensitive to and able to assess social, psychological, and emotional needs of persons with disabilities preferred
- Ability to communicate effectively, orally and in writing, required
- Knowledge and ability to use a computer required
- Experience working collaboratively with other agencies

Other: An insured vehicle and valid driver's license available for use or ability to arrange own transportation

## Registered Nurse

Written by Options for Independent Living  
Tuesday, 21 April 2015 10:51 -

---

### ESSENTIAL FUNCTIONS:

1. Complete the necessary forms required per MA PC guidelines for purposes of providing personal care to the consumer based on the RN's visit to the consumer's home.
2. Provide supervision of the personal care workers (PCW) providing care to the MA PC consumer, review the plan of care, with the consumer in their homes, every 50-60 days.
3. Ensure the PCW has the skills to carry out duties assigned on the plan of care.
4. Review the PCW's timesheets for accuracy during payroll week.
5. Ensure that the MA PC program follows all regulations as outlined by the state of Wisconsin.
6. Provide in-service training as needed on various subjects such as Universal Precautions, Blood Borne Pathogens, and lifting techniques.
7. Assist in the record keeping process by monitoring charting forms and ensuring that charting matches the consumer's care plan and adheres to MA PC state guidelines.
8. Promote Options in the community by educating the general public and consumers regarding services.
9. Other duties as assigned by supervisor.

## Registered Nurse

Written by Options for Independent Living  
Tuesday, 21 April 2015 10:51 -

---

### HOURS

24 - 32 hours per week. Work generally performed Monday - Friday from 8:00 AM - 4:30 PM however some early morning, evening and/or weekend hours required.

TO APPLY: mail resume to Kathryn Barry

Options for Independent Living

PO Box 11967

Green Bay WI 54307

Email resume to [kittyb@optionsil.org](mailto:kittyb@optionsil.org)

## **Registered Nurse**

Written by Options for Independent Living  
Tuesday, 21 April 2015 10:51 -

---

Options is an Equal Opportunity Employer