



## JOB DESCRIPTION: BHH Nurse

Job Title:	BHH Nurse	
Department:	Operations	
Reporting to:	Health Home Manager	
Department Head:	Chief Operations Officer	
Level: <u>Individual Contributor</u>	Type of position: <u>FT or PT</u>	FLSA Status: <u>Exempt</u>

### Position Summary

The BHH Nurse's main responsibility is to work closely with the Health Home Manager to develop the BHH program through the enrollment of eligible youth and the provision of care coordination focused on assigned youth's physical health and wellness.

The BHH Nurse identifies eligible youth for BHH by participating in the screening process of all Medicaid-enrolled CMO youth and following up on referrals provided by Care Management staff. The BHH Nurse conducts initial nursing assessments with families and verifies youth's BHH eligibility by confirming diagnoses with youth's medical providers. The BHH Nurse also completes annual Nursing Assessments for all BHH enrolled youth to confirm ongoing eligibility for the service.

The BHH Nurse also partners with the Care Manager in the provision of Wraparound services and the Child Family Team Process. The Nurse specifically focuses on providing wellness education and medical care coordination to the youth and families that we serve. This entails meeting with the youth and family in person to provide wellness education and collaboration with clinical, community and medical services related to the youth's medical conditions. The Nurse develops a Quarterly Progress Update (QPU) with the family to monitor wellness goals and progress. The Nurse is responsible for accurate and timely submission of documentation that reflects the work that is done with the families. To perform this job successfully, the Nurse must interact with system partners including but not limited to schools, Juvenile Justice, Child Welfare, clinical and substance use disorder providers, the Family Support Organization, and other formal and informal supports that benefit the family.

### Key Responsibilities

- Advance the mission and values of Capitol County Children's Collaborative (CCCC) on behalf of staff, children and families, and system partners.
- Ensures compliance with all State and Federal confidentiality laws including but not limited to the HITEC and HIPAA.
- Attends all CCCC and CSOC required meetings and training including but not limited to monthly staff meetings, CCCC committee meetings, community resource events, Wraparound training, and any other ongoing training deemed necessary by CCCC. In person attendance required as designated by CCCC management.
- Serves as a member of the CCCC's management team.
- Contacts any newly referred youth and family in person within 72 hours begin process of obtaining release of medical records and scheduling initial nursing assessment.

- Completing enrollment of new families including determining eligibility by conducting Initial Nursing Assessment and confirming diagnosis with youth's medical providers within first month of referral.
- Completes annual nursing assessments for all BHH enrolled youth.
- Become proficient in the Wraparound model and process as the standard of care management delivery.
- Contacts all newly enrolled BHH families within 72 hours of being assigned to the Nurse for ongoing BHH care coordination
- Conduct two in person meetings the first month of being assigned the youth; one visit must occur in person where the Initial Quarterly Progress Update (QPU) is developed with the family
- Participate in the Child Family Team to help develop self-management health goals to be included in the service plan,
- Provide health education specific to chronic conditions of assigned youth,
- Engage assigned children and families in health promotion planning and activities to increase treatment and medication compliance, support lifestyle changes, and develop health and wellness plan with the family; engagement includes a minimum of three monthly contacts a month, one which is required to be done in -person
- Coordinate youth's care throughout the month with a minimum of two contacts with the Care Manager and at least one contact with another team member (ie. FSO, clinician, school)
- Submit completed documentation for CYBER and the Digital Data Recording System (DDRS) on a timely basis.
- Participate in the development and facilitation of the agency's Wellness Committee promoting health and wellness among staff members

## **Knowledge**

BHH Nurse must have familiarity with the following:

- Common pediatric health concerns including but not limited to obesity, asthma, and diabetes
- Intellectual developmental disability
- Substance use
- Child behavioral health and welfare system including cultural/ethnic/gender/class issues
- Child welfare system
- Juvenile justice
- Mental health diagnosis
- Familiarity with ethical considerations and regulations related to mental health and child welfare
- Knowledge of educational system, including special education

## **Skills And Abilities**

- Use of Agency technology tools - CYBER, MS Office365, Mercer Resource net, Digital Data Recording System (DDRS), and other collaborative tools as identified by CCCC
- Excellent oral and written communication skills
- Engagement and Conflict Management resolution skills
- Active Listening skills
- Cultural Awareness/Cultural Humility
- Applies a problem solving focus to day to day work

## **Qualifications: Education and Experience**

- RN
- 1 year experience working in the community
- 2 years' experience working with youth and families with behavioral and mental health challenges
- Clinically and culturally competent/responsive with training and experience necessary to manage complex situations of children and families in the community across child serving systems.
- CPR/BLS certified required
- Case management experience preferred
- Bi-lingual skills preferred

## **Other Qualifications (certification, licensure, etc.)**

- A valid US driver's license is required.
- Annual CARI checks are required
- Pre-employment and ongoing background checks and regular motor vehicle record checks are required
- Bi-lingual skills preferred
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Work Environment			
<ul style="list-style-type: none"> <li>While performing the duties of this job, the employee is regularly required to perform some or all the major life activities including sitting, standing, walking, talking, typing, hearing, and using electronic communication devices.</li> <li>Occasional light lifting may be required</li> <li>Daily work hours may vary depending on the needs of the families.</li> <li>This position requires in person attendance for office meetings, field visits, community events, and trainings.</li> </ul>			
Approved By:	Joseph Rizziello 	Last Update:	7/1/2025

\*Note: Job duties described herein are not all inclusive. Job description may be changed at any time.

**ACKNOWLEDGMENT:**

I have read and acknowledge receipt of this job description and agree that I have the ability to perform the essential functions of the position, as described above, with or without a reasonable accommodation. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. While the job description is meant to be a general statement of the essential functions of the position, it is not intended to be an exhaustive list of responsibilities, duties, and skills required of employees who hold this position and is subject to change. I further acknowledge my understanding that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their positions. It is the employee's responsibility to inform his/her manager or human resources of the need for a reasonable accommodation. Once CCCC receives a request for an accommodation, it will engage in an interactive dialogue with the employee to (1) determine the precise limitations of the employee's disability, and (2) explore whether a reasonable accommodation can be made that could overcome those limitations without imposing an undue hardship on CCCC.

Employee (Print)

Supervisor (Print)

Employee Signature

Supervisor Signature

Date

Date