



the northeast **independent living** program, inc.

Job Announcement

Job Title: PER DIEM R.N.

Job Function: To conduct the timely completion of evaluations (initial and re-evaluations) and increases with regard to the personal care needs of agency consumers with disabilities applying to the PCA program

Duties & Responsibilities:

- Coordinate with IL Specialists, Per Diem O.T.s, and Per Diem R.N.s the scheduling of initial and re-evaluations for program participants who are applying to or who are already in the Personal Care Assistance Program (PCA)
- Work cooperatively with PCA program staff to ensure the timely provision of quality program services
- Contact consumers to schedule initial and re-evaluations
- Perform initial and annual re-evaluations for PCA program participants in a timely manner to ensure no gaps in services
- Type initial and annual re-evaluations and submit to PCA Coordinator to submit to MassHealth in a timely manner
- Communicate weekly with Staff R.N. to communicate problems, schedule availability, etc.
- Collect necessary information, prepare letters, complete required forms and submit requests for increased PCA hours along with supporting documentation for consumers as needed

*Full community participation
through education, training
and advocacy by and for
people with disabilities*

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- Be reasonably available by phone to speak with PCA staff as needed
- Keep current on MassHealth regulations pertaining to the PCA evaluation process to ensure program compliance
- Assist PCA staff in obtaining required updated signatures as needed to maintain program compliance
- Act as a resource of information for staff and consumers

Minimum Qualifications:

- Registered Nursing Degree and valid license required
- Background in rehabilitation preferred
- Experience working with and/or knowledge of issues concerning people with disabilities preferred
- Excellent written and verbal communication skills required
- Excellent communication skills required
- Excellent time management and service coordination skills required
- Ability to work independently and as part of a team
- Ability to use office technology a must
- Must have reliable transportation
- Proficiency in English and Spanish highly desirable

Reports to: Staff R.N.

Send Resume and Cover Letter to:

*Nanette Goodwin, Assistant Director
Northeast Independent Living Program
20 Ballard Road
Lawrence, MA 01843*

11/2011