

Department: In all Civil Divisions  
Classification: Competitive  
Grade: Ungraded

SPEC DISK B2  
DOCUMENT 50

REGISTERED PROFESSIONAL NURSE CARE MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves administering skilled nursing care to patients requiring professional nursing services. The incumbent teaches and supervises the family as well as the other members of the nursing team. The incumbent performs services in accordance with the physician's orders and coordinates the care team and other resources related to the patients needs. The incumbent does related work as required.

*Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provide and coordinate quality care, maintain a full caseload, maintain productivity goals with consideration of case mix, and accurate, timely documentation;  
Responsible to manage each patient's care as efficiently and cost effectively as possible;  
Responsible for the overall patient centered plan of care and the outcome of that care, including care delivered by other nursing staff who must be directed and supervised by the RN Case Manager;  
Conduct admission and manage care of patients by obtaining medical history;  
Provides skilled nursing care as outlined in the nursing care plan as ordered by the physician;  
Initiates preventive and rehabilitative nursing procedures as appropriate for the patient's care and safety;  
Develops and implements the nursing care plan including interventions to address risks for emergency department visits and hospitalizations;  
Teaches, supervises and counsels the patient and caregivers regarding the nursing care needs and other related problems of the patient at home;  
Oversees the care given by Home Health Aides to patients;  
Applies documentation according to standards of nursing practice;  
Participates in peer review, quality assurance and performance improvement activities;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices; good knowledge of sanitation, personal hygiene and dietetics; skill in the application of nursing techniques and practices; ability to carry out successfully the therapeutic measures prescribed; ability to follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; good observation; mental alertness; firmness; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; excellent mental health; excellent communication skills; excellent critical thinking skills; physical condition commensurate with the demands of the position.

**PROMOTION QUALIFICATIONS:**

Three (3) years experience as a Registered Nurse in the Essex County Home Health Agency.

**MINIMUM QUALIFICATIONS:**

Four (4) years experience as a Registered Nurse in a Community Home Health Agency.

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Revised : 02/24/2025

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