

THE BREATHING ASSOCIATION

POSITION TITLE: Outreach Specialist Nurse: Case Manager for the Lung Health Clinic

RESPONSIBLE TO: Director of the Lung Health Clinic and Outreach Services

Organization Overview

For more than a century, The Breathing Association (the “Association”) has met the lung health needs of central Ohioans. As lung health issues are identified the Association creates and delivers programs to support the community and its most vulnerable and otherwise unserved or underserved members. Communicable respiratory diseases that impact the entire population, such as the tuberculosis epidemic that led to our founding and the SARS and COVID epidemics more recently, are of utmost priority. Our Lung Health programs include the lung health clinic and mobile medical unit, and our outreach and tobacco cessation programs. In addition, the Association connects medically vulnerable, energy insecure residents with resources, education and other supports to help them remain warm in the winter and cool in the summer. Our vision, ***Better Breathing for Better Lives***, makes it possible for central Ohioans to breathe easier.

GENERAL DESCRIPTION: The Outreach Specialist Nurse: Case Manager/Energy Educator is responsible for assisting with daily clinic function and case management of the client under the direction of the clinic director. Our goal is to help improve the social determinants of health and improve daily functioning of energy insecure persons with asthma, COPD, and other lung related problems. S/he is responsible for planning, implementing, and evaluating agency programs that respond to the psychological and educational needs of energy insecure adults experiencing lung related problems. This position assists the Director in the clinic, aboard the Mobile Medical Unit (MMU) and in the community with direct patient care and education, testing and screening, energy security screening and education, supply and equipment education and assistance with medical certificates for energy stability and education, coordination, and administration of vaccines as well as testing for COVID-19, and referrals to other medical/social services as needed.

DUTIES AND RESPONSIBILITIES:

1. Provides direct patient care and discharge instructions to clients in the free clinic and on the MMU including direct spirometry testing. Assists the director with case management of clients, administration of vaccines as well as testing for COVID-19, referrals to drug manufacturer patient assistant programs, and other medical/social referrals as needed.
2. Screens patients to determine relevant patient needs for environmental intervention including energy insecurity, awareness, and weatherization services.
3. Provides all patients with energy education pamphlet and video. Implements pre and post- tests to evaluate energy education, understanding and needs.
4. Maintains adequate supplies of energy education materials at the Clinic, on the MMU, and at all home visits.
5. Participates in local health fairs and presents to various community groups on our work and

mission to help people breathe easier, one person at a time, through education, detection, care and treatment.

6. Assesses patient barriers to accessing health care and energy needs providing information, making referrals and linking clients to partner agencies externally and internally to other Breathing Association programs (ex: HEAP Program) that provide services to individuals with lung and other health diseases.
7. Evaluates and assesses client resource strengths, deficiencies, and health status, provides asthma education regarding self-care skills and knowledge.
8. Provides/assists with direct spirometry testing during the clinic visit.
9. Provides case management duties for all clients, coordinates post-clinic follow-up, and keeps accurate and timely records in our electronic medical records (EMR) system, Salesforce, Excel spreadsheet.
10. Participates in ongoing provision of Lung Health clinic and education services.
11. Coordinates referrals to drug manufacturer patient assistant programs.
12. Assists and works with clinical staff in contacting patients to verify appointments.
13. Works under the direct supervision of the director.
14. Collects and maintains accurate program information, research data and statistics as indicated in grants that fund this position, providing recommendations for new projects as well.
15. Maintains data for clinic program activities for various funding source(s) and Board of Trustee reports and enters and maintains data in various data bases as well as the EMR on a regular basis.
16. Assumes and performs other related duties as assigned.
17. Advocates with companies for prescriptions assistance therefore providing additional monies that can be used on basic needs.
18. Provide additional educational and medical equipment to patient's homes.
19. Assists with providing pre-employment screening to assist customers.

QUALIFICATIONS:

1. A licensed nurse in good standing with the Ohio Nursing Board.
2. Demonstrated ability in clinical aspects of delivery, especially health promotion education and management of patients with lung related diseases.
3. Well organized self-starter with experience in program coordination, community health services and drug manufacturer patient assistance programs.
4. Excellent communication skills (verbal and written).
5. Demonstrated organization and planning skills. Ability to multi-task.
6. Possesses initiative and energetic flexibility with excellent interpersonal and listening skills.
7. Must enjoy and have experience working and adults with lung related diseases of all income levels and backgrounds.
8. Displays keen interest in professional growth to maintain clinical excellence.
9. Must have valid driver's license and be willing to use own vehicle in carrying out job responsibilities.
10. Proficient in Microsoft Office; experience in using Electronic Medical Records preferred.

MEASURES OF ACCOUNTABILITY:

The primary measures of performance will be the degree of attainment of TBA goals and objectives. The following criteria may be used for evaluation:

1. The degree of self-development and effectiveness with clientele.
2. The soundness, timeliness, and accuracy of reports and recommendations.
3. Meeting and accurately reporting program data, statistics and outcome evaluations, program reports, and activities.
4. Excellent computer skills including data entry, email, EXCEL, WORD.

TERMS OF EMPLOYMENT:

Full time employment under conditions as outlined in TBA's Personnel Policies. Salary commensurate with experience.

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