

Spec. Code:
Occ. Area:
Work Area:
Prom Line:
Prob. Period:
Effective Date:

Nursing Consultant

Function of Job

Employees in this classification plan and coordinate various segments of medical services and conduct care coordination activities for clients and families. Employees at this level are responsible for consultation with other members of the care coordination team regarding areas of nursing and specialty medical care, and for overall care coordination activities in an assigned geographic area.

A Nursing Consultant typically –

1. determines client eligibility for services and care
2. interviews clients and/or families regarding plans for care, which may include home visits, and coordinates the specific medical and rehabilitative services recommended
3. counsels family on the client's service needs and provides such guidance as necessary
4. develops and coordinates service plans which may include collaboration among agencies to recruit and organize a network of integrated services
5. maintains current case records and prepares reports as required
6. collects and maintains current information about available community resources
7. arranges and participates in inter-disciplinary care conferences
8. explains university/agency services and programs to the community, and/or delivers educational presentations and provides materials to community organizations
9. communicates unmet client needs to responsible parties for appropriate action
10. organizes and facilitates clinics
11. acts as liaison between families and providers to facilitate communication
12. advocates for family and clients' rights

13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Licensed as a registered professional nurse in the State of Illinois¹
2. Bachelor's degree
3. Two years of public health or specialized nursing experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. Thorough knowledge of public health nursing
2. Communication (written and verbal) and interpersonal skills
3. Ability to work independently

1. If an Illinois Resident is licensed as a professional nurse in a state other than Illinois the applicant must meet the criteria established by the Illinois Department of Financial and Professional Regulation to obtain the proper licensure within five (5) months of the date of appointment.