



## **JOB DESCRIPTION**

### **Registered Nurse Care Manager-Per Diem**

### **Immediate Opening**

Traycee Home Care, in Highwood, IL, seeks a talented nursing professional with exceptional people skills, to direct and supervise CNA/Caregiver staff and services provided in the Northshore and Chicagoland area. We seek a self-starting individual who can enhance and expand referral networks. The individual will serve as a representative of Traycee Home Care to families, discharge planners and community agencies and participate in community presentations.

Send resumes to [trayceehomecarejobs@gmail.com](mailto:trayceehomecarejobs@gmail.com)

Address subject line: **Application-NURSE CARE MANAGER**

#### **QUALIFICATIONS**

- Licensed Registered Nurse. IDPH Home Care experience/knowledge, preferred.
- High attention to detail. Proficient in managing multiple tasks and managing schedule to ensure timely delivery of care.
- Strong organizational and interpersonal skills. Ability to anticipate needs and communicate agency commitment to quality service.
- Works professionally under pressure and in situations that demand patience, tact, and positive persistence.
- High customer service performance. Effectively assess client / family needs. Collaborates efficiently and effectively with staff.
- Proactive, independent and creative thinker with high flexibility and problem-solving skill.
- Has car and is willing to drive to client home.

#### **PRIMARY DUTIES**

The Nurse Care Manager is responsible for overseeing the provision of non-medical home care services for Traycee Home Care clients. Duties include meeting with prospective and current clients and families to assess needs and create an appropriate plan of care, monitoring caregiver adherence to the plan, and conducting regular caregiver supervisory visits with provision of additional caregiver training and coaching, when needed. Collaborates with office staff to ensure accurate and current information regarding client care and caregiver competency. Responsibilities also include training and orientation of newly hired caregivers, review and grading of annual study guides, and providing annual performance reviews of caregivers.

#### **ABOUT TRAYCEE HOME CARE**

Traycee Home Care is a family-owned agency with a 44-year gold standard reputation. Our talented team has cared for more than 18,000 families in the Northshore and Chicagoland area. We value our employees and are committed to matching clients to your talents and interests to ensure personal growth and job satisfaction. To learn more about Traycee, visit [www.trayceehomecare.com](http://www.trayceehomecare.com)

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**Corporate Office – 448 Sheridan Road, Highwood, IL 60040 – 847.432.5190**