

## **ANNE GRADY CORPORATION**

JOB CLASSIFICATION: RN Clinical Manager

DEPARTMENT: Health Services

TITLE OF POSITION: RN Clinical Manager

IMMEDIATE SUPERVISOR: Chief Program Officer

NORMAL WORKING HOURS SCHEDULED: As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Current Ohio license as a registered nurse; 2) Bachelor's of Science in Nursing (BSN) preferred; 3) Minimum of five (5) years experience in human services preferred (two) (2) years of working with individuals with ID/DD preferred; 4) Two (2) years leadership experience required; 5) Knowledge of Medicaid regulations required; 6) Ability to meet deadlines; 7) CPR BLS Certification required; 8) Ability to prioritize work, work independently and motivate others . 9) Ability to push, pull, bend, sit, and stand for extended periods to time; 10) Ability to lift up to 50lbs.

### **POSITION REQUIREMENTS**

1. Coordinates and oversees all health services for individuals living at Anne Grady Services.
2. Ensures compliance with Medicaid, Licensure, Waiver, /DODD and all other regulatory standards.
3. May participate and prepare for Interdisciplinary Team Meetings, physician rounds, health services consultations, and psychotropic medication reviews for individuals living at Anne Grady Services.
4. Provides clinical guidance to the health services team, ensuring consistency in quality care for individuals served.
5. Promotes the principle of active treatment, normalization, autonomy, and self-determination.
6. Supports the well being of the ICF-Group Home individuals at the Community Day/Trade Day Programs.
7. May assist with compliance with Licensure, Medicaid, and all other applicable requirements.
8. Ensures OSHA requirements regarding infection control are met.
9. Complete all necessary documentation in a timely manner.
10. Acts as RN for clinical questions that require RN scope of practice in the absence of the Health Services Director or Designee.

## Job Description: Clinical Coordinator

11. Ensures that health services are provided in accordance with the individuals' needs and all applicable local, state, and federal laws, regulations and standards.
12. May assist with review/update of care plans; may create care plans, ensure existing plans are signed off quarterly as needed.
13. Advocates for services for individuals residing, or attending Anne Grady Services.
14. Promote teamwork from nursing staff to the direct care staff (DSP, Supervisors, QIDPs, Managers and Director).
15. Provides on-call nursing consultation to nursing staff for Nurse Practice issues and administrative concerns.
16. May act as back up, for scheduling and payroll related functions as needed.
17. Communicates professionally with internal and external partners to always ensure delivery of quality services.
18. Ensures Individuals are free from abuse and neglect to the extent possible.
19. Reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
20. Ensures medical, dental, Lab, x-ray, and pharmacy services are available.
21. Performs all other related duties as assigned.

List of positions supervising.  
If more than eight, list totals only.

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Signature of Employee

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Date

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Signature of Department Director

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Date

Form Pr-105

Revised: 3/2025

Revised: 6/11/2025/je

Revised 6/20/2025/je