

Posted: Thursday March 5, 2026



Internal Job Vacancy

Case Manager

Supervisor: Chief Nursing Officer

Department: Nursing

Schedule: 8:00 am – 5:00 pm (Monday – Friday)

Job Title: Case Manager, Full Time

JOB SUMMARY: Responsible for ensuring that patients are admitted and transitioned to the appropriate level of care, have an effective plan of care and are receiving prescribed treatment, and have an advocate for services and plans needed during and after their stay.

JOB QUALIFICATIONS:

- A. Education: Graduate of an accredited School of Professional Nursing and/or Graduate of an accredited School of Vocational Nursing.
- B. Personal Job-Related Skills: Effective oral and written communication skills.
- C. Licensure, Registry or Certification: RN or LVN currently licensed by the State of Texas. RN to hold a current BCLS, ACLS, NRP and certification preferred. BSN preferred not required.
- D. Experience:
 - 1. Prior Work Experience: One-year experience as a professional Registered Nurse and/or Licensed Vocational Nurse Case Management preferred.
 - 2. Technical Training: Current CPR certification, ACLS, and NRP.
- E. Physical and Mental Requirements: Duties of the position require extended periods of standing and walking. Bending, stooping, twisting, reaching, and lifting up to 50 pounds. Occasional heavy lifting when moving or supporting patients who may suddenly become weak or helpless.

Please complete an Internal Application located in the NeoGov E-Forms Module
By Thursday March 12, 2026

ESSENTIAL FUNCTIONS:

- A. Coordinates with physicians, staff, and other healthcare provided regarding patient care.
- B. Ensure that all hospitalized patients have the correct admission status (inpatient, outpatient short stay, observation status) so that the appropriate claim can be submitted to commercial and governmental payers.
- C. Meets daily with other key departments, Business Office, Medical Records and others as needed, to coordinate care and proper documentation for reimbursement of outside payer sources.
- D. Provides hospital case management, utilization review and discharge planning to progression throughout hospital stay and is discharged to proper level of care.
- E. Assist nursing and providers to expedite transfer to higher level of care when needed.
- F. Monitor the care plan to ensure effectiveness and appropriateness of in-patient services.
- G. Act as a patient advocate; identify and develop community resources and different levels of care offered in the region.
- H. Provides referrals to appropriate community resources: i.e., Home Health, DME Companies, Long Term Skilled Units and Acute Rehab Hospitals.
- I. Work closely with outside resources for swing bed opportunities.
- J. Work closely with outside payor sources and submit clinical information as needed.
- K. Performs additional duties as assigned.