



JOB ANNOUNCEMENT – September 14, 2020

Nurse Consultants

The [Pennsylvania Health Law Project](#) (PHLP) seeks energetic, confident, and culturally sensitive individuals for an exciting and new initiative: **Nurse Consultant**, who will be paid hourly to work collaboratively with our legal team to ensure people with chronic health conditions have access to Medicaid-funded in-home services and supports.

This is a part-time position with flexible scheduling (approximately 5-14 hours per week) because it involves visiting clients to assess and document their health care needs. The successful applicant will collaborate with PHLP attorneys and paralegals. Travel within a 90-minute driving range is needed. PHLP plans to hire **multiple** Nurse Consultants to visit clients in different parts of the state (e.g., Delaware Valley, Lehigh Valley, Southwest, Northwest, Capital Area, Northeast).

Applications will be reviewed on a rolling and expedited basis.

PHLP Mission and Strategies: [PHLP](#) is a non-profit law firm and the designated state-wide health advocacy project of the Pennsylvania Legal Aid Network. PHLP has a single focus: to protect and advance the health rights of low-income and underserved individuals. In support of this mission, we primarily counsel and represent clients seeking health insurance coverage or services through Medicaid (known in Pennsylvania as “Medical Assistance”).

About the Position: The Nurse Consultant will meet some of our clients where they are, assess the merits of their requests for in-home services and supports (e.g., skilled nursing, home health, personal assistance), and present that information in legal proceedings as an expert witness. The Nurse Consultant will be deployed to conduct face-to-face client assessments in clients’ homes (often) and/or skilled nursing facilities (less frequent). **This position does not involve direct care.**

Duties and Description: The position will require some or all the following:

- Pediatric/Adult/Geriatric assessments to determine clients’ need for in-home services and supports
- Document clients’ needs through interview, assessments, videography, and photography.
- Obtain and review clients’ medical and clinical history; gather and analyze health care records
- Consultation with PHLP attorneys and paralegals about client needs
- Collaboration with client’s case managers, family members, care givers and other support personnel

- Testify at proceedings, including administrative hearings, about the medical need for and type of in-home services and supports
- This position does NOT involve direct care

Required Qualifications

- Experience assessing the medical needs of pediatric, adult, or geriatric patients.
- Ability to use computer and electronic medical records effectively
- Excellent oral and written communication skills, including but not limited to writing reports and correspondence as well as speaking effectively with clients, providers, families, and staff
- Excellent active listening skills to understand the challenges facing clients and their care givers and to recall this information in follow-up conversations
- Possess compassion, positivity and patience, and willingness to build authentic relationships with low-income people and their advocates
- Ability to work independently and demonstrate initiative and self-motivation
- Have strong organizational skills, including demonstrated ability to meet deadlines, and use time effectively and efficiently
- Preferred: Spanish-language proficiency
- Preferred: Knowledge of Pennsylvania's Medicaid program

Minimum Experience & Training

Three years of professional nursing experience in home care, case management or discharge planning and a Bachelor's Degree in Nursing (a Master's Degree in Nursing or Public Health may be substituted for one year of professional nursing experience);

OR

An equivalent combination of experience and training, which includes two years in an administrative, supervisory, consultative, or quality assurance capacity in professional nursing;

OR

A Certified Registered Nurse Practitioner (CRNP) with experience in Family/General Medicine.

Travel Requirements

- Willing to travel within a 90-minute radius of your home location (PHLP will pay for travel time and travel expenses)
- Possess a valid state driver license
- Proof of adequate automobile insurance coverage for Pennsylvania

Compensation: Up to \$100 per hour, depending on experience, for up to 14 hours per week.

How to Apply: Please submit a resume and a cover letter **by email** to hr@phlp.org. In your cover letter we invite you to tell us about your unique background and about your experience with underserved communities. Applications will be reviewed on a rolling and expedited basis.

All applicants will be contacted to confirm acknowledgment of the materials and then contacted only if selected for an interview. Address cover letter to:

Mr. Laval Miller-Wilson, Executive Director
Pennsylvania Health Law Project
123 Chestnut Street, Suite 400
Philadelphia, PA 19106

PHLP is committed to a diverse staff. People of color, persons who are bi-cultural or bi-lingual, women, persons with disabilities, and persons who identify as LGBTQI are encouraged to apply.