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| Title: LPN Specialist - Guardian Care Connect | FLSA Status: Non-Exempt |
| Grade: | Reports To: Director Guardian Care Connect |
| Location: Brockway, PA | Rev. No. / Effective Date: |

***Position Summary:***

LPN Specialist – Guardian Care Connect will be responsible for the functions related to centralized intake support and telephonic remote patient engagement, as well as other strategic Guardian Care Connect initiatives. LPN Specialist will assist with driving the mission, vision, and values of Guardian Care Connect and its short and long term strategy to positively impact Guardian Healthcare and its patients.

***Essential Functions:***

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Support the strategic direction for Guardian Care Connect (GCC) to meet the needs of Guardian Healthcare’s suite of services.
* In conjunction with the Director of GCC, will participate meeting the needs of the longer strategic plan of Guardian Healthcare and provide communication, resources and adequate execution to ensure that the GCC team is prepared.
* Provide support of the GCC team in the following services or products in support of the long term strategic objectives;
  + Centralized referral support
  + Referral screening platform
  + Telephonic post-discharge patient engagement
  + Quality indicator feedback
* Working with the Director of GCC responsible for the execution of the people, processes and technology needed to properly executing the strategic plan.

***Competencies:***

1. Customer/Client Focus
2. Ethical Conduct
3. Flexibility
4. Initiative
5. Personal Effectiveness/Credibility
6. Stress Management/Composure
7. Teamwork Orientation
8. Technical Capacity

***Supervisory Responsibilities:***

This position has no supervisory responsibilities.

***Work Environment:***

While performing the duties of this job, the employee is in an office environment that has controlled heat and cold. The noise level is moderate to quiet.

***Physical Demands:*** (*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job*)

While performing the duties of this job, the employee is regularly required to talk and hear.

This position requires a variety of activity levels including frequent sitting at a work station, occasional standing, walking, rarely bending, kneeling, stooping, crouching, crawling and climbing. The employee may be required to occasionally lift items up to 50 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

***Education / Experience:*** *(Indicate education based on requirements that are job-related and consistent with business necessity. If item is “preferred” indicate so. See example below)*

* 3 years minimum clinical/admissions/call center experience
* LPN Licensure with unrestricted ability to be licensed in PA, OH, WV
* Proficiency with Microsoft Office Suite of Products

***Other Duties***

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Signatures*** (*This job description has been approved by all levels of management)*

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date