

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position of Nurse Case Manager and establishing the salary in the Law Department.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created in the Law Department:

One (1) Nurse Case Manager
Annual Salary - \$60,716.24 (DH05/ Step 2)
(25-30 hours hrs/wk)

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:



Christine P. O'Connor
City Solicitor

Law Department
Nurse Case Manager
Job Description

Job Title: Nurse Case Manager
Department: Law
Reports To: City Solicitor, Workers Compensation Agent, other designated personnel as needed.
Salary: \$60,716.24
Hours: 25-30 hours per week
Union: Ordinance – DH05/Step 02

SUMMARY: The Nurse Case Manager will provide professional medical expertise, consultation and recommendations to the City Solicitor for all open injury claims.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for assessment, planning, coordination, implementation and evaluation of injured/disabled employees of the City of Lowell.
- Working as a liaison among employees, employer, attorneys, and medical care providers.
- Closely monitor the progress of the injured worker and report results back to the employer/self-insurer. This will ensure prompt, appropriate and cost-effective healthcare services leading to a restored injured workers' function to return to an optimal level of work and functioning.
- Assesses and analyzes injured workers' medical and/or vocational status and develops a viable, realistic treatment plan.
- Meets with injured workers in their homes, work-sites, physician's or therapist's office to provide on-going case management services.
- Develops a plan of care for patients from onset of injury to discharge of care.
- Monitors patient progress toward desired outcomes through assessments and evaluations.
- Communicates both in-person and via telephone with injured employees, medical providers, attorneys, and employer, etc.
- Develops and administers education and prevention programs.
- Develops guidelines for working with injured employees, healthcare management companies to determine quality, cost-effective care.
- Applies all special instructions required by individual healthcare providers and referral sources.
- Applies all laws and regulations that apply to, but not limited to, the provision of M.G.L. c.152 – Worker's Compensation Act., M.G.L. c.41, s.100 & 111F – Injured in the Line of Duty, M.G.L. c.41, s.100B – Indemnification to Disabled Police/Fire Retirees – HIPAA Privacy Rule, Code of Massachusetts Regulations, and PERAC Accidental Disability Retirement.
- Testifies when called upon to do so, to substantiate any casework or reports that may be seen as relevant to hearing involving injured employees.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from school administrators, students, regulatory agencies, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as proportions, percentages, and volume.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19- City Hall, Lowell, MA 01852 by 4:00 PM: Deadline - Until Filled. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to city-jobs@lowellma.gov

EOE/AA/504 Employer

City of Lowell - Law Department

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Tel: 978.674.4050 • Fax: 978.453.1510 • www.lowellma.gov

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Assistant City Solicitors

October 7, 2020

City Manager Eileen Donoghue
Mayor John Leahy
and
Members of the City Council

RE: Law Department - Nurse Case Manager

Dear Manager Donoghue, Mayor Leahy and Members of the City Council:

Attached is an Ordinance creating a new position of Nurse Case Manager. Currently, the Law Department contracts for these services through Sargent & Associates Loss Management at an annual rate of \$68,000.00 for 19 hours per week.

The position is proposed as a twenty-five hour to thirty hour per week position. The position will be classified as a DH05, and will start at Step 2 at a yearly salary of \$60,716.24. Therefore, despite the increase hours proposed for the Nurse Case Manager's position, it would still result in budget savings for the Law Department.

In-house nursing services has been a valuable asset to the City, and the increased hours and an expanded scope of services will be a further benefit to not only the City, but to our injured employees.

Should you have any questions regarding this proposal, I will be happy to address them.

Very truly yours,



Christine P. Connor
City Solicitor

Ord/personnel/law