

# JOIN OUR TEAM

## MAKE A DIFFERENCE

**Clinical Assessor 2**  
Positions Available  
to Provide Valuable  
**Assessment Services**  
Impacting Maine's Most  
Vulnerable Citizens



The **Clinical Services Division of Maximus**, a leader in providing specialized assessment services, partners with the **State of Maine** to administer a variety of assessments and services as the Statewide Assessment Services Agency (**ASA**) across a range of support programs, including Long Term Care (**LTC**), Acquired Brain Injury (**ABI**) and others. As COVID-19 related guidelines continue to evolve, LTC medical assessments currently being performed by virtual or telephonic means will begin moving toward an in-person assessing model. With this transition in mind, the Maine ASA team is currently seeking Registered Nurses (RNs) to perform LTC medical assessments in locations across the state, including Androscoggin, Cumberland, Knox, Lincoln, and York counties.

### WE ARE SEEKING LICENSED REGISTERED NURSES TO ADMINISTER LONG TERM CARE (LTC) ASSESSMENTS

#### MINIMUM REQUIREMENTS:

Must be a Registered Nurse (RN) under the Maine Board of Nursing with a minimum of one (1) year nursing experience, as dictated by client contract. At least four (4) years of clinical experience. Preferred home healthcare and/or long term work experience. Knowledge of state contract and methodology preferred. Experience level is dictated by client contract.

Perform all job duties in compliance with Person First standards, HIPAA guidelines, and company confidentiality policies and procedures

Excellent knowledge of diverse cultures and issues, with the ability to incorporate special needs into utilization review decisions

Excellent written and verbal communication skills

Ability to work independently, as well as within a team while exhibiting excellent interpersonal skills

Work on-call rotation to support hospital assessments during weekends and holidays as required by client contract

Job requires extensive travel using personal motor vehicle. Due to the nature of the job, a valid driver's license and reliable transportation is required. The incumbent is responsible for submitting updated.

Working knowledge and understanding of medical diagnoses and prescribed medications

Ability to multitask while effectively performing job duties, which include prioritizing tasks; ensure all voice mail and email messages are monitored and responded to within 24 hours of receipt or as required by client contract.

Strong computer skills with experience in word processing, email and spreadsheets (MS Word, Outlook, Excel preferred); ability to work securely in remote locations, research information on the internet, utilize company resources/ tools stored on company sites.

Ability to interact professionally and collegially with State Stakeholders (hospitals, nursing facilities, physicians, community service workers, etc.), state contract officers, and coworkers while seeking or providing information

Ability to collect data, define problems, establish facts, and draw valid conclusions for supporting a superior written rationale for review determinations

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for completing timely and quality assessments per working day
- Conducts on-site and telephonic long-term care assessments to determine an individual's needs for long-term services and supports
- Ability to work flexible schedule including evenings, weekends and holidays as required by client contract

CONTACT THE MAXIMUS HUMAN RESOURCES TEAM TO LEARN MORE:

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**maximus**