



Southern Tier Independence Center
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| Position Title | TBI Waiver Nurse Evaluator | HR USE ONLY | |
|-----------------------|------------------------------|----------------------------------|--------------------------|
| Date Issued | January 2026 | Hour Per Week/ Status | 40 hours/week, Full-Time |
| Date Revised | February 2026 | Hourly Rate | \$30.00 |
| Reports to | RRDC Director | FLSA Status | Non-Exempt |
| Department | Traumatic Brain Injury (TBI) | Location | Binghamton |

Summary

Non-clinical community-based nursing position conducting in-home and telehealth level of care assessments of TBI Medicaid Waiver applicants and participants to determine programmatic eligibility. Reviews medically complex service plans to ensure care plan is appropriate for the individual's needs. Reviews medical documentation to confirm qualifying traumatic brain injury diagnosis.

Education and Experience

1. New York State licensed Registered Professional Nurse (RN)

Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
3. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
4. Ability to communicate effectively, both verbally and in writing.
5. Demonstrate professional work habits including dependability, time management, independence and responsibility.
6. Knowledge of ethical and professional responsibilities and boundaries.
7. Excellent attention to detail and organizational skills.
8. Ability to multi-task and work effectively in both a team and individual setting.
9. Capacity to work in various settings, including home visits and community-based locations.
10. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks.
11. Assessment experience utilizing the UAS-NY Community Health Assessment preferred.
12. Certification to conduct PRI and Screens preferred.
13. Excellent assessment, screening, and interviewing skills.
14. Strong commitment to the integration of people with disabilities into the community.

Essential Job Functions

1. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
2. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
3. Attend all mandatory agency and departmental training, meetings, and sign language class and advocacy groups.
4. Travel within the 12-county region and surrounding areas, as needed.

5. Conduct Community Based Health Assessments using the UAS platform.
6. Ability to use Microsoft Teams to participate in meetings and conduct assessments via video conference as needed, required.
7. Conduct HC-PRI and Screen assessments in nursing homes, as needed.
8. Assist the RRDC staff to evaluate medically complex cases and determine appropriateness of community placements.
9. Assist RRDC staff and waiver providers to determine what services are necessary to safely serve/support TBI waiver applicants and participants in the community.
10. Ensure all documentation mandated by STIC and NYS DOH is collected and submitted in an accurate and timely manner.
11. Develop/maintain relationships with nursing homes and hospitals to facilitate applicants' and participants' re-entry into the community.
12. Continually monitor the quality of waiver provider services and take appropriate action in situations of quality concerns and/or misuse of waiver services.
13. Participate in team meetings, discharge meetings, provider meetings, trainings, etc.
14. Participate in the Serious Reportable Incident process, as needed.
15. Recommend improvements to TBI waiver policies and procedures to the NYS DOH.
16. Assist NYS DOH staff with functions and special projects of the TBI waiver as requested.
17. Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job.
- Ability to enter data, notes, and other documentation into a computer.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding
- Ability to drive distances within 12 county region- -Broome, Tioga, Chenango, Delaware, Otsego, Schuyler, Cortland, Cayuga, Chemung, Steuben, Allegany, Tompkins

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

