



## Job Description – Care Management Consultant

**Reports to** Senior Vice President, Client Services & Professional Practice  
**FLSA** 1099 Independent Contractor  
**Timeline** Open ended contract

### About CGi

At CGi, our mission is to create growth and strategic results for associations, businesses, meetings, and events. We are a small but rapidly growing company of 35 people with offices in Little Rock, AR and Nashville, TN. You can find out more about what we do by visiting our web site at <http://www.cgireresults.com> and also visiting our client site at <http://www.acmaweb.org/>

CGi provides an array of services: association and event management services, as well as educational and analytical products/services to hospitals and health system clients. Our commitment to maintaining the highest standards of quality and client satisfaction allow us to facilitate the growth and success of each of our valued clients. We believe that our team and their contributions are critical in this mission.

### Description

The Care Management Consultant functions as an advisor or a consultant for CGi in special project work or consulting services.

### Requirements ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Care Management Consultant is responsible for duties related to Consulting services with CGi. Duties may include interviewing, data analysis, working with clients, managing tasks related to consulting as assigned, research projects and or special projects as deemed appropriate by the Senior Vice President.

### Education and Training Requirements

- Registered Nurse with extensive Care Management experience (5 years Minimum with a Master's degree)
- Leadership skills, excellent verbal and written communication as this job entails talking to various clients and various people in the industry.
- Other important skills include, analytical and problem-solving skills, customer service oriented, and ability to work independently or as part of a team.

### COMMUNICATION AND CRITICAL THINKING SKILLS

- Superior attention to detail, organizational and follow up skills
- Excellent verbal, written, and interpersonal communication skills
- Collaborative, solutions - oriented approach and ability to develop cooperative working relationships with diverse groups

- Demonstrated project management & creative problem-solving skills with an ability to manage multiple priorities and deadlines at one time

**SOFTWARE SKILLS REQUIRED**

- Proficient: Microsoft Word, Excel, and Outlook

**CERTIFICATES, LICENSES, REGISTRATIONS**

Registered Nurse with Master's degree

ACM or CMAC certification or obtained within 6 months of hire

**EXPECTED TRAVEL**

Availability for travel per year including some weekends