


**Trinity At Home**  
**Lutheran Services Carolinas**  
**Job Description**

**Job Title:** Home Care Agency Director / RN Supervisor  
**Supervisor (title):** Director of Community Services  
**Department:** Community Based Services  
**Approved by:** B. Welch  **Date:** 11/5/2014

**Position Purpose/Summary**

The Home Care Agency Director/RN Supervisor will:

1. Maintain acceptable standards required for continued licensure as a home care agency as set forth by the North Carolina Division of Health Service Regulation.
2. Be responsible for the supervision, maintenance, and evaluation of an ongoing effective program of companion, sitter, respite, and in-home aide services provided in clients' homes.

**Essential Functions:**

The Agency Director/RN Supervisor, in accordance with North Carolina state standards and regulations, as well as Trinity At Home corporate philosophies, objectives, and policies, will:

1. Evaluate the ongoing program and present to the director of community services an annual evaluation of the program, utilizing analysis of the program by clients, family caregivers, and referral sources.
2. Hire, ensure supervision of, and terminate staff in compliance with Title VII of the Civil Rights Act of 1964.
3. Implement staff orientation and in-service training as required by Trinity at Home and N.C. DHR.
4. Ensure appropriate staffing levels to meet clients' needs.
5. Supervise and conduct annual reviews of home care staff as required by agency policies and N.C. DHR regulations.
6. Implement and agency policies and procedures as developed and approved by Trinity At Home.
7. Complete financial records and reports as required, ensuring that they are up-to-date and accurate.
8. Ensure appropriate, accurate, and timely A/P, A/R, payroll, and billing procedures.
9. Operate the program within the restraints of the budget as approved by the Board.
10. Foster and maintain feelings of goodwill among staff, participants, families, the Board and the community at large.
11. Assume responsibilities as assigned by the director of community services.
12. Recommend and participate in formulation of the agency's goals, objectives, and related policies.

13. Ensure appropriate admission, discharge, supervision, and provision of services to clients.
14. Direct and monitor agency's quality improvement activities.
15. Ensure that standards of ethical business and clinical practice are maintained.
16. Initiate and work to resolve client complaints/concerns according to agency policy and N.C. DHSR requirements.
17. Have access to PHI and act as the HIPAA privacy officer within the agency.
18. Conduct an initial assessment on each client at the time of admission.
19. Develop a plan of care following the initial assessment and review plan at least quarterly.
20. Provide supervision and support to each home care worker.
21. Develop a back-up plan in the event the Agency Director/RN supervisor is unavailable.
22. Conduct quarterly supervision of in-home aides.
23. Conduct quarterly client record reviews.
24. Be available for on-call services as needed.
25. Validate skills of home care workers and complete skills validation checklist at time of hire and during annual review.
26. Other duties as assigned.

### **Supervisory Responsibilities:**

Direct supervision of all home care agency staff

### **Qualifications (Minimum Job Requirements):**

#### Education:

1. Graduation from an NC Board of Nursing approved registered nursing program.
2. Current valid RN License with the NC Board of Nursing.

#### Experience:

Minimum of 2 years' experience in an administrative or supervisory capacity in a home care or health care setting

#### Specific skills/abilities:

1. Knowledge of home care and/or health care standards, policies, and reimbursement practices.
2. Ability to develop and maintain rapport with clients, families, and staff.
3. Excellent written and oral communication skills.
4. Excellent problem solving and decision-making abilities.
5. Valid N.C. driver's license and appropriate automobile liability insurance.
6. Dependable transportation and ability to travel on the job as needed.

### **Preferences (Optional):**

1. Experience working in a home care setting.
2. Knowledge and understanding of the needs of the aging and disabled.

**Working Conditions/Physical Requirement:**

1. Required to travel on the job as needed.
2. Ambulatory throughout all areas of the agency and clients' homes.
3. Proven ability to stoop, bend, reach, twist, lift up to 50 pounds, and carry up to 20 pounds.

This job description is not an employment contract. Trinity at Home reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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