

**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:** 11/8/2016

Position Purpose/Summary

The Home Care Agency Director/RN Supervisor is responsible for maintaining acceptable standards required for continued licensure as a home care agency as set forth by the North Carolina Division of Health Service Regulation. The position also provide continual supervision, maintenance and evaluation of program deliverables for companion, sitter, respite, in-home aide, and nursing services provided in clients' homes.

Essential Functions:

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. Develop and implement staff orientation and in-service training as required by Trinity at Home and N.C. DHSR.
4. Coordinate 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. DHSR regulations.
6. Implement 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. Process 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. Assume responsibilities as assigned by the director of community services.
11. Recommend and participate in formulation of the agency's goals, objectives, and related policies.
12. Organize appropriate admission, discharge, supervision, and provision of services to clients.
13. Direct and monitor agency's quality improvement activities.
14. Maintain standards of ethical business and clinical practice.
15. Initiate and work to resolve client complaints/concerns according to agency policy and N.C. DHSR requirements.

16. Collaborate as HIPAA privacy officer within the agency.
17. Conduct an initial assessment on each client at the time of admission.
18. Develop a plan of care following the initial assessment and review plan at least quarterly.
19. Deliver skilled nursing services to clients in their homes as needed and appropriate for the plan of care.
20. Supervise and support 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. Facilitate quarterly client record reviews.
24. Support 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. Ability to carry out skilled nursing tasks per agency policies and procedures.
6. Valid N.C. driver's license and appropriate automobile liability insurance.
7. Dependable transportation and ability to travel on the job as needed.
8. Foster and maintain feelings of goodwill among staff, participants, families, the Board and the community at large.

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.