

JOB DESCRIPTION

TITLE OF POSITION: ADMINISTRATOR/DIRECTOR OF NURSING

TITLE OF IMMEDIATE SUPERVISOR: BOARD OF DIRECTOR

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS

DUTIES OF POSITION
1. Administers directs and coordinates all administrative and financial activities of the Agency
2. Assists with the planning, coordination, controlling and evaluation of home health services
3. Responsible for the development and implementation of policies and procedures, for obtaining input from service personnel and providing professional input to related administrative systems
4. Directs and supervises professional and auxiliary personnel rendering client care services
5. Performs marketing duties and fosters public relations

RESPONSIBILITIES OF POSITION
1. Plans, organizes, directs and evaluates operations to ensure the provision of adequate and appropriate care and services
2. Complies with applicable laws and regulations
3. Conducts fiscal planning, budgeting and management in accordance with established fiscal parameters
4. Is responsible for the development and implementation of policies and procedures, for obtaining input from service personnel and providing professional input to related administrative systems
5. Implements governing body directives and ensures that appropriate service policies are developed and implemented
6. Performs marketing duties and fosters public relations
7. Directs and monitors organizational performance improvement activities
8. Assures that skilled nursing and other therapeutic services furnished are under the supervision and direction of a physician or a Registered Nurse
9. Informs the governing body, staff and professional advisory group of current organizational, community, and industry trends
10. Participates in the review, analysis and appraisal of the effectiveness of the total Agency program
11. Participates in the formulation of a business plan including the setting of strategic goals and the determination of resource allocation plans and yearly budgets
12. Develops administrative and clinical policies and practices for the Agency
13. Consults with supervisors and staff, individually or in groups, regarding patients or families, special programs or service programs
14. Directs the implementation of service goals and objectives and develop standards that

- ensure safe and effective services to clients and families
- 15. Directs staff in performance of their duties
- 16. Oversees the implementation and evaluation of client care services inclusive of regulatory licensure, certification criteria and accreditation standards
- 17. Assesses appropriate staff supervision during all service hours
- 18. Collaborates in the development of an effective and efficient client care documentation system including statistical compilation and analysis relative to cost and staff service delivery
- 19. Oversees all Quality Assurance and utilization review activities. and coordinates with the Quality Assurance Committee in the timely implementation of corrective action plans and controls
- 20. Participate in selective conferences and workshops to promote knowledge in community health trends, efficiency in job performance and overall professional growth
- 21. Establish and evaluate performance, personal goals and objectives for advancement in planning for personal growth
- 22. Serve on the Professional Advisory Committee and periodically review policies relevant to patient care with the Committee
- 23. Consult with physicians in matters relating to patient care services
- 24. Actively develops and pursues referral sources, as well as facilitates on-going relationships with various medical and health communities
- 25. Perform other duties as assigned

PROMOTES STAFF DEVELOPMENT BY:

- 1. Recruiting, employing and retaining qualified personnel to maintain appropriate staffing levels
- 2. Ensuring staff development including orientation, in-service education, continuing education and evaluation of staff
- 4. Consulting and planning with health care facilities regarding staffing needs
- 5. Assuring appropriate staff supervision during all operating hours
- 6. Assuring the development and qualifications for professional services and the assignment of personnel
- 7. Appointing a similarly qualified alternate to be available at all times during operating hours in the absence of the Administrator
- 8. Establishing job functions, qualifications and job descriptions for each service staff (direct and supervisory)
- 9. Utilizing capabilities of nursing and paraprofessional personnel in the development of orientation and staff education programs
- 10. Recognizing leadership potential and offers opportunities for leadership training and development
- 11. Encouraging and assisting personnel to continue self-improvement through formal education, educational meetings and active participation in professional and related organizations
- 12. Keeping staff informed of Agency developments, needs, etc., and encourages their participation in problem solving at the organization and community levels

MEET THE REQUIREMENTS OF THE DEPARTMENT OF HEALTH

1. Be familiar with the rules of the Department and maintain them at the Agency
2. Be responsible for familiarizing the employees with the law and the rules of the Department, and shall have copies of the rules available for their use
3. Be responsible for the completion, keeping and submission of such reports and records as required by the Department
4. Designate a professional employee to be his/her authorized representative in his/her absence
5. Maintain a current organizational chart to show lines of authority to the client level
6. Clearly identify and make public services provided by the Agency and the geographic area in which these services are available
7. Maintain an office facility for the Agency which is large enough for efficient staff work, adequately equipped, and which provides for a safe working environment, meeting local ordinances and fire regulations
8. Ensure the orientation of staff and opportunities for continuing educational experience

PROVIDE FOR CONTINUING EVALUATION

1. Evaluate service policies and functions, and recommend proposals for changes or study of problems which affect the Agency
2. Evaluate the performance of the individuals in the program in relation to established standards and the individuals' professional development
3. The implementation of all utilization review activities
4. Coordinate the timely implementation of corrective action plans and controls
5. Keep current on local area issues and work with organizations that endeavor to improve the health and welfare of the community

ENSURE THE ACCURACY OF PUBLIC INFORMATION

1. Develop cooperative relationships with other agencies for the exchange of information and services, and with community agencies to develop an understanding of the Agency program
2. Maintain contacts with local, state and national associations and participate in meetings and conventions

JOB CONDITIONS

1. Position is stressful in terms of meeting deadlines.
2. It requires minimal lifting of office records and printouts.
3. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
5. The ability to read 12 point and larger type is required.
6. The ability to communicate well, both verbally and in writing is required.

EQUIPMENT OPERATION

The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

COMPANY INFORMATION

Has access to all client medical records and client financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Board of Directors

QUALIFICATIONS

1. Must be a registered nurse
2. A Bachelor's degree is preferable
3. Must have at least one year of supervisory or administrative experience in home health care or related health programs

ACKNOWLEDGMENT

Employee Signature

Date