

Johnson Memorial Health Services

Job Description

Position: Home Health Manger
Department: Homecare
Reports To: Director of Older Adult Services
Days/Hours: Monday thru Friday, 8:00am-4:30pm,
Occasional weekend hours to share visits with other RN staff as need arises.
Available as need arises to be on call for aide/HMK staff scheduled outside of
usual business hours
Salaried position (80 hour per pay period)
Effective: June 2009
Reviewed: June 2011, March 2012, August 2014

JOB SUMMARY

Day to day oversight of Home Health department operations and coordination of staff within the department and coordination of patient care related issues between agency and other departments at JMHS, other community providers and Family Services offices.

ESSENTIAL FUNCTIONS:

- Staffing
 - Ensure adequate numbers and qualifications of professional and non-professional staff members to meet daily needs of department thru hiring process
 - Scheduling of all non-professional visits. Oversight of RN visit schedule
 - Schedule use of facility vehicle designated for the department
 - Arrange for Hospice aides as requested by Rice Hospice
 - Adjust staffing to meet daily needs of department
 - Ensure that annual in-service requirements are met by aide staff
 - Perform annual staff evaluations as part of performance review process
 - Enforce agency and facility policies through disciplinary action
- Confirmation of OASIS accuracy
- Perform OASIS submission to state
- Send HH-CAHPS information to vendor monthly
- Enforce adherence to agency compliance plan
- Ensure compliance with state and federal guidelines
- Acceptance of referrals. Evaluate appropriateness for home care
- Attend discharge planning meetings as requested by social worker, discharge planner or physician
- Contract with infusion vendors on case by case basis to meet client home infusion needs for supplies and medications
- Review Advance Directive statements upon admission or when changed to determine agency ability to follow as written
- Establish and review for appropriate pay source for client
 - Perform prior authorization with private insurance and Medical assistance programs
 - Request screening and evaluation for services from county family services agency
 - Determine Medicare eligibility

- Maintain/collect monthly statistics
- Development and oversight of department budget
- Ensure accuracy of monthly charges submitted to business office
- Approve time cards and mileage requests submitted by staff
- Responsible for the development and review of policies and procedures
- Ensure agency compliance with county Family Service Contract requirements
- Performs annual evaluation of staff members
- QA for department:
 - determine areas of focus
 - ensure use of client satisfaction surveys
 - oversight of staff documentation and appropriateness of care provided
- Able to meet all requirements of Homecare RN job description to perform home visits
- Investigates and works to resolve all client complaints. Report all client complaints to the administrator
- These functions may be delegated to staff RN's by agency director:
 - Accepting referrals
 - Adjusting daily staffing
 - Coordination of services with family service agencies
 - Prior authorization of visits
- Does updates to CareFacts program
- Manages HomMed program information
- Coordinates foot care clinic
- Disseminates information to department staff through regularly scheduled staff meetings, department memos, etc.
- Identifies educational needs of the department and seeks out appropriate training methods
- Attends and participates in monthly Department Manager and Quality meetings
- Other duties as assigned
- Follows JMHS Standards of Behavior as listed in policy

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Access to use of reliable personal vehicle with current auto insurance
- Basic computer skills
- Understanding of Medicare guidelines and COP, state licensure regulations
- Understanding of available county and state funded home care programs
- Understanding of prior authorization process
- Superior communication skills both written and verbal
- Customer service orientation

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Current MN RN license
- Valid Drivers License and reliable vehicle
- Previous acute care nursing experience or minimum of two years in homecare preferred
- Previous experience supervising other staff in patient care setting

SUPERVISORY RESPONSIBILTIES (if applicable):

- All staff directly employed in Homecare department:
 - RN’s
 - LPN
 - Homehealth Aides
 - Homemakers

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Note: in terms of an 8 hour workday, “Occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit						X			
Stand		X							
Walk			X						

Employee’s job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			Patient care
Squat		X			Patient care
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			Moving equipment
Crouch		X			Patient care
Kneel		X			Patient care
Balance		X			Patient transfer assist
Push/Pull (# of lbs. 35)		X			Carrying visit supplies

Employee’s job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Office supplies
11-24 lbs.			X		Supplies for home visit
25-34 lbs.		X			Supplies for home visit
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:

Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand							
Left Hand							
Both Hands	X			X	X		Keyboarding

Does the employee's job require:

Activity:	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?	X		When driving to visits
Use of tools?		X	
Use of telephone?	X		Answering
Use of keyboard/computer terminal?	X		Charting ,e-mails
Working under time pressure?			
Working rapidly for long periods?		X	
Working alone?	X		Majority of time in office
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		Client assessments, computer use, driving
Good color vision?	X		Client assessments
Good hearing?	X		Client assessments
Good speaking?	X		Share information with co-workers, clients
Reading?	X		Bulletins educational materials
Writing?	X		Communication with staff and MD's
Simple arithmetic?	X		Confirming
Mathematics?	X		Calculating doses
Weighing and /or measuring?	X		Use of client scale to record weights

The work environment where the job is carried out:

Job environment:	YES	NO	% of Day Spent
Indoors	X		Office, client home
Outdoors	X		Travelling to visits
At a desk or bench	X		Work in office done at desk
In a car or truck	X		5% time spent driving to visits
In an office	X		Homecare office

Is the employee exposed to:

Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Performing patient care
Chemicals/respiratory hazards?		X	
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?	X		Potentially during transit to visits/outdoors
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X			X		X

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT/ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____