

## JOB DESCRIPTION

**TITLE OF POSITION: ALTERNATE DIRECTOR OF NURSING**

**TITLE OF IMMEDIATE SUPERVISOR: Administrator**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS - LIMITED**

### DUTIES OF POSITION

In the absence of the Director of Nursing, the Alternate Director of Nursing, under the supervision of the Administrator, assists with the planning, coordination, leading, controlling and evaluation of home health services

### RESPONSIBILITIES OF POSITION

1. Is responsible for coordination and liaison with appropriate parent and affiliate departments and committees, development of policies and guidelines for and obtaining input from service personnel and providing professional input to related administrative systems
2. Directs and supervises professional and auxiliary personnel rendering client care services, performs marketing duties and fosters public relations for the company, consults and plans with health care facilities regarding staffing needs, and communicates the concept of quality client care to the general community
3. Interprets service needs to the Administrator and acts as a client services administrative liaison
4. Consults, plans and works with Administrator in policy formulation and programmatic development and implementation including assessing adequate and appropriate staffing
5. Participates in activities relevant to services furnished, including the development of qualifications and assignment of Agency personnel
6. Ensures that the client's plan of care is executed as written
7. Ensures that an appropriate health care professional performs an assessment of a client's needs and a reassessment when there is a significant health status change in the client's condition, at the physician's request or after hospital discharge
8. Consults with supervisors and staff, individually or in groups, regarding patients or families, special programs or service programs
9. Evaluates the program, services, and field personnel
- 10.. Directs the implementation of service goals and objectives
11. Develops standards that ensure safe and effective services to clients and families
12. Establishes job functions, qualifications and job descriptions for each service staff (direct and supervisory)
13. Establishes and maintains effective channels of communication
14. Directs staff in performance of their duties
15. Oversees the implementation and evaluation of client care services inclusive of regulatory licensure and certification criteria and accreditation standards
16. Coordinates with other program areas and senior management as appropriate according

to the organizational structure
17. 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
18. Participates in selected orientation programs
19. Oversees all CQI and utilization review activities
20. Coordinates with continuous Quality Improvement Committee the timely implementation of corrective action plans and controls
21. Participates in selective conferences and workshops to promote knowledge in community health trends, efficiency in job performance and overall professional growth
22. Establishes personal goals and objectives for advancement
23. Consults with physicians in matters relating to patient care services
24. Consults and plans with health care facilities regarding staffing needs
25. Evaluates own job performance and utilization of resources in planning for professional growth
26. Performs other duties as assigned by the Administrator
27. May be requested by the Administrator or Chief Executive Officer to attend outside meetings and conferences

<b>JOB CONDITIONS</b>
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 and conferences.
5. Hearing, eyesight (must be able to read 12 point and larger type) and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform and demonstrate client care.
6. The ability to access clients' homes which may not be routinely wheelchair accessible is required.
7. The ability to communicate well, both verbally and in writing is required.
8. On occasion, may be required to bend, stoop, reach and move client weight up to 250 pounds; lift and/or carry up to 30 pounds.
<b>EQUIPMENT OPERATION</b>
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
<b>COMPANY INFORMATION</b>
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 as well as outside government agencies

<b>QUALIFICATIONS</b>	
1. Must be a Registered Nurse	
2. In lieu of a Bachelor's Degree, a minimum of 2 years home health care experience is required.	
3. An extensive background in home health care services and regulations is required.	
4. Ability to demonstrate self-confidence and positive attitude toward self and others maintains commitment and enthusiasm to goal achievement	
5. Ability to identify and evaluates personal strength and weaknesses of self and others	
6. Ability to supervise objectively without personal bias towards individuals	

<b>ACKNOWLEDGMENT</b>	
<b>Employee Signature</b>	<b>Date</b>