

JOB DESCRIPTION

TITLE OF POSITION: ALTERNATE ADMINISTRATOR/DIRECTOR OF NURSING

TITLE OF IMMEDIATE SUPERVISOR: President/Chief Executive Officer

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS- LIMITED

DUTIES OF POSITION

In the absence of the Administrator/Director of Nursing, directs and coordinates all administrative and financial activities of the Agency

RESPONSIBILITIES OF POSITION

1. In the absence of the Administrator/Director of Nursing supervises the total operation of the Agency
2. Oversees the development of standards and methods to measure Agency activities
3. 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
4. Participates in the review, analysis and appraisal of the effectiveness of the total Agency program
5. Directs and supervises professional and auxiliary personnel rendering client care services
6. 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
7. Provides for continuing evaluation of the program by:
 - a. Evaluating service policies and functions, and recommending proposals for changes or study of problems which affect the Agency
 - b. Evaluating the performance of the individuals in the program in relation to established standards and the individuals professional development
 - c. The implementation of all utilization review activities
 - d. Coordinating the timely implementation of corrective action plans and controls
8. To meet the requirements of the Department of Health, the Alternate Administrator/Alternate DON shall:
 - a. Be familiar with the rules of the Department and maintain them in the Agency
 - b. 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
 - c. Be responsible for the completion, keeping and submission of such reports and records as required by the Department
 - d. Designate a professional employee to be his/her authorized representative in his/her absence
 - e. Maintain a current organizational chart to show lines of authority to the client level
 - f. Clearly identify and make public services provided by the Agency and the

geographic area in which these services are available
g. 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
h. Ensures the orientation of staff and opportunities for continuing educational experience
9. Consults with supervisors and staff, individually or in groups, regarding patients or families, special programs or service programs
10. Ensures that the client's plan of care is executed as written
11. Directs the implementation of service goals and objectives and develops standards that ensure safe and effective services to clients and families
12. Directs staff in performance of their duties
13. Oversees the implementation and evaluation of client care services inclusive of regulatory licensure and certification criteria and accreditation standards
14. Assesses appropriate staff supervision during all service hours
15. Keeps staff informed of Agency developments, needs, etc., and encourages their participation in problem solving at the organization and community levels
16. Oversees all Quality Assurance and utilization review activities. and coordinates with the Quality Assurance Committee the timely implementation of corrective action plans and controls
17. Consults with physicians in matters relating to patient care services
18. Consults and plans with health care facilities regarding staffing needs
19. Actively develops and pursues referral sources, as well as facilitates on-going relationships with various medical and health communities
20. Keeps current on local area issues and works with organizations that work to improve the health and welfare of the community, as directed by the Administrator
Performs marketing duties and fosters public relations
21. Performs other duties as assigned
PROVIDE FOR CONTINUING EVALUATION
1. Evaluates service policies and functions, and recommend proposals for changes or study of problems which affect the Agency
2. Evaluates the performance of the individuals in the program in relation to established standards and the individuals' professional development
3. Implements all utilization review activities
4. Coordinates the timely implementation of corrective action plans and controls
5. Keeps current on local area issues and works with organizations that endeavor to improve the health and welfare of the community
ENSURE THE ACCURACY OF PUBLIC INFORMATION
1. Develops 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. Maintains contacts with local, state and national associations and participate in meetings and conventions

JOB CONDITIONS	
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| 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. Must be able to read 12 point and larger type. |
| 6. The ability to communicate well, both verbally and in writing is required. |

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

COMPANY INFORMATION	
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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	
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| 1. Must be a Registered Nurse |
| 2. A Bachelor's degree is preferred |
| 3. Must have at least one year of supervisory or administrative experience in home health care or related health programs |

ACKNOWLEDGMENT	
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Employee Signature	Date
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