

Nursing Supervisor

Job Summary:

Responsible for day-to-day supervision of direct patient care, management of 3rd party payer authorizations, managing the weekly schedules of clinicians, taking the referral intakes, conducting the monthly clinical record reviews and participating in the monthly PI activities.

Organizational Relationship:

Reports directly to the DCS/Branch Manager.

Qualifications: (Preferred unless required by law)

Must be a registered nurse with at least one year clinical experience and a background in public health, home health, or hospital work.

Responsibilities:

- Takes referrals and assigns patients to field staff.
- Follows up on referrals by contacting patients, physicians, family members, etc.
- Handles patient care supervision and takes doctors' orders (day-to-day patient care management).
- Documents telephone and in-office conferences with physicians, patients /family, nursing staff, and significant others.
- Takes and reports to doctor all test results of lab, etc., performed by agency staff.
- Manages the case conference process
- Coordinates all services provided to patients.
- Manages the HR needs of the clinical department, notifying the Branch Manager when new hires are needed to stay proactive with growth plan.
- Assists with interviews and hires select home health care personnel.
- Orients professional staff to clinical policies and procedures of our Agency
- Consults with physician when necessary to ensure and maintain safe, efficient, quality patient care.
- Supervises all professional and non-professional staff to ensure quality performance standards.
- Establishes mutual goal setting and achievement standards.
- Projects a concerned, professional appearance toward departmental personnel.
- Maintains high visibility *and* availability via telephone while in the office.
- Works to develop a positive rapport/relationship with all staff members.
- Performs tasks as delegated by DCS or Branch Manager.
- Carries beeper when away from office and responds within the hour.

- Shares on-call responsibility on an equitable basis with staff members delegated by Branch Manager or DCS.
- Actively develops and pursues referral sources, as well as facilitates on-going relationships with various medical and health communities.
- Works to develop and open positive rapport and relationships with community resources affiliated with home care services.

Functional Abilities:

Must be able to hear and speak in a manner understood by most persons.

Must be able to read 12 point or larger type.

Must be able to travel to prospective patients' place of residence.

Must be able to stoop and bend; must be able to lift and transfer patients.