

Northwest Colorado Health

Director of Home Services

General Statement of Duties:

An exempt, executive position which, plans, directs, and supervises the Home Health and Hospice program.

Supervision Received:

Reports to the Chief Operating Officer.

Supervision Exercised:

Directly and indirectly supervises and manages Home Health and Hospice staff.

Essential Functions:

1. Is responsible for the overall quality of home health and hospice patient care provided by the agency.
 - Recommends new programs or service enhancements based upon evaluation of home care and hospice needs and available resources.
 - Continually evaluates current programs for ongoing viability or modification in alignment with agency mission, strategic plan, and community need.
 - Responsible for day to day home care and hospice operations including budget and finance.
 - Integrate Conditions of Participation and other standards to ensure compliance with Medicare regulations.
 - Participates in Performance Improvement Quality Assurance Committee; including policy and quality measure review.
 - Acts as a liaison between the home health and hospice programs and Agency Leadership and Board of Directors.
2. Plans for, improves upon, and utilizes available systems in the management of health care delivery within the organization.
 - Establishes relationships with potential partners; seeks out strategic formal or informal affiliations as appropriate.
 - Conducts outreach activities and in person meetings with referral sources both current and researches additional markets for referrals.
 - Responsible for ensuring that home health staff meet the annual educational requirements and budgets appropriately for these.
3. Recommends and implements the budget, maximizing opportunities to improve upon projections. Evaluates program for viability and recommends change accordingly.
 - Review and approve financial revenue and expenditures.
 - Participates in the annual budgeting processes and make recommendations for adjustments as needed.

4. Monitors billings and collection activities of patient service teams, securing revenues for patient accounts.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education and Experience:

Masters or Bachelor's degree in a health related (home health and hospice), business administration, or related field preferred. Associate's degree in a health related area, business administration, or related field and three to five years of management experience required.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.
3. TB Test upon hire or proof of TB test in previous twelve months.

Skills:

1. Supervisory skills.
2. General office skills.
3. Budget preparation and reporting.
4. Public speaking and public relations

Knowledge:

1. Knowledge of home health program and associated rules and regulations.
2. Thorough understanding of health care environment.
3. Knowledgeable and skilled in community education, public relations, management of staff, and communication.

Abilities:

1. Must be able to coordinate home health team to meet communities' needs.
2. Ability to develop and implement long range plans, business and marketing plans; and facilitates day to day operations.
3. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
4. Must be able to embrace the Agency's vision and mission, strategic plan, and direct programs in alignment with these.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____