



LADIES OF CHARITY CAREGIVING, INC.

More than just care

LCUSA HomeCare Administrator

TITLE OF POSITION: Home Care Agency Administrator

TITLE OF IMMEDIATE SUPERVISOR: Executive Director/ Chief Executive Officer

JOB SUMMARY:

The Administrator/Director assists with the planning, coordination, leading, controlling and evaluation of home health services and acts as a client services and caregivers administrative and clinical liaison, providing availability at all times during operating hours. The Administrator/ Director is responsible for coordination with appropriate parent and affiliate Departments and committees; development of policies and guidelines for and obtaining input from service and caregiver personnel and providing professional input to related administrative systems. He/she directs and supervises professional and paraprofessional personnel rendering client care services, fosters public relations for the company by consulting and planning with health care facilities regarding staffing needs, and communicates the concept of quality client care to the general community.

QUALIFICATIONS:

Education: Bachelor's degree with at least two years' experience in healthcare and one year of community health care experience preferred. A combination of education and equivalent experience will be considered.

JOB RESPONSIBILITIES:

1. **Operations: (40%)**

- Oversees the implementation and evaluation of client care services inclusive of regulatory licensure and certification criteria and accreditation standards
- Supervises and evaluates the program, services, and field personnel and directs the implementation of service goals and objectives, ensuring staffing and quality standards
- Assists with interviews and hires select home health care personnel
- Collaborates in the development of an effective and efficient client care documentation system including statistical compilation and analysis relative to cost and staffing

2. **Quality: (30%)**

- Develops standards to ensure safe and effective services to clients and families, including assurance that a reassessment of a client's needs is performed by the appropriate health care professional upon a) a significant change in the clients' condition b) a Physician's request, and/or a hospitalization



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- Coordinates with continuous Quality Improvement Committee (CQI) to implement corrective action plans and controls and oversees all CQI and utilization review
- Consults with physicians in matters relating to patient care services
- Keeps program personnel up to date with clinical information and practices staff development including orientation, in-service education and continuing education

3. **Growth: (30%)**

- Actively develops and pursues referral sources and facilitates on-going relationships with various medical and health communities.
- Participates in local and national organizations, meetings, seminars, workshops and activities as directed by the mission and vision of LCUSA Caregiving, Inc.
- Keeps current on local area issues and works with organizations to improve the health and welfare of the community, as directed by the mission and principles of the LCUSA.

OCCASIONAL DUTIES:

May be requested by the Executive Director/ Chief Executive Officer to attend outside meetings and/or conferences and other duties as deemed necessary.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Please send resume to the address below.