



# LADIES OF CHARITY CAREGIVING, INC.

*More than just care*

## LOCC Homecare Administrator

TITLE OF POSITION: Home Care Agency Administrator

TITLE OF IMMEDIATE SUPERVISOR: Executive Director/ Chief Executive Officer

### JOB SUMMARY:

The Administrator assists with the planning, coordination, leading, controlling and evaluation of home health services and acts as administrative liaison for clients and caregivers, providing availability at all times during operating hours. The Administrator is responsible for development of policies and guidelines for caregiver personnel and professional input and management of related administrative systems. He/she directs and supervises personnel rendering client care services and manages sales and marketing outreach to the general community, upholding the mission and vision of the Ladies of Charity and the focus on quality to the client.

### JOB RESPONSIBILITIES:

1. Growth: (40%)
  - Actively develops and pursues referral sources and facilitates on-going relationships with various medical and health communities and managed care plans
  - Actively works with Ladies of Charity volunteer network to identify clients and caregivers; coordinates in-home assessments for clients and serves to identify matches between caregivers, clients and families
  - Participates in local and national organizations, meetings, seminars, workshops and activities as directed by the mission and vision of LOCC Caregiving, Inc.
  - Keeps current on local area issues and works with community organizations to promote the value of LOC Caregiving within the community
2. Operations: (30%)
  - 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



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### 3. 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 appropriate health care professional upon a) a significant change in the clients' condition b) a Physician's request, and/or a hospitalization
- 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

#### 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.

#### QUALIFICATIONS:

- Five-years' experience in health care or human resources with progressive responsibility, including management and supervision
- Baccalaureate degree in relevant area preferred;
- Interpersonal, communication and organizational skills. Evidence of leadership activities
- Reliable, independent means of transportation for use in community activities. Must have valid driver's license with car insurance at the limits established in the personnel policies
- Obtains and retains a clear criminal history and related required clearances such as OIG, SAM/EPLS and Medichex