

Midland Empire Resources for Independent Living

Job Description

Job Title: Manager of In-Home Services

Reports To: Chief Executive Officer/Executive Director

Supervises: In Home Services Staff

FLSA/Employee Status: Regular Full Time; Exempt

Purpose: The job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the supervisor or Chief Executive Officer/Executive Director from assigning other duties as the nature of the organization's business needs may change.

ESSENTIAL FUNCTION: Lead In-Home Services

Provide overall direction, coordination and supervision for In-Home Services.

Criteria for Success/Accountability:

- Provide effective supervision for all staff assigned to In-Home services including timely and fair annual performance evaluations and performance reviews when needed;
- Provide guidance to staff supervised to assure exemplary care and services to assigned service participants;
- Communicate clearly and in a professional manner with subordinate staff as well as local medical and health care staff, state agency staff and representative of the Veterans Administration;
- Assure staff availability to provide needed services;
- Serve as facility liaison with the VA;
- Assists Manager(s) of Independent Living Services in coordinating service delivery to participants of Consumer Directed Services;
- Ensures that services are provided in accordance with all regulatory authority standards including funding source and certification or accreditation bodies.
- Participate in certification and regulatory authority surveys ensuring compliance with federal, state and other regulatory authority standards;
- Prepares periodic and annual reports as required by regulatory authority, funding source and certification or accreditation bodies;

- Develops, implements and reviews when necessary a business plan; researches needed services and innovative service delivery systems;
- Plan, develop and monitor annual budget for In-Home services through consultation with supervisor and CEO.
- Active participation as a Management Council member.

ESSENTIAL FUNCTION: Nursing Assessment and Care

Provide initial and on-going nursing assessment and appropriate care based on clinical and professional judgment.

Criteria for Success/Accountability:

- Identifies processes to be improved and tracks performance improvement strategies;
- Provide nursing services to service participants consistent with established professional nursing practices, state and federal licensing regulations;
- Exercise professional judgment to assess participant need, evaluate and plan for meeting service participant care needs and to implement the authorized Plan of Care;
- Advocate for service participants with the Division of Senior and Disability Services when additional services are needed by service participants;
- Document service participant needs, provision of service and other pertinent service participant information in a timely, accurate and thorough manner;
- Make home visits to service participants to provide nursing services;
- Documents contacts with service participant physician or other health professionals in a timely, accurate and thorough manner;
- Documentation includes all information required by regulatory authorities and as required by rule, standards or law;
- Complete and review annual Level of Care Reassessments.

ESSENTIAL FUNCTION: Quality Improvement Activities

Research, design and implement performance improvement strategies.

Criteria for success/Accountability:

- Assure that Independent Living philosophy permeates all service delivery;
- Provide recommendation for needed service enhancement and service expansion;
- Provide service related utilization, and productivity data on a monthly basis to supervisor;

- Work effectively with all Directors of Services, supervisor and Chief Operating Officer to establish and maintain quality services including researching information and service improvement recommendations;
- Complete special assignments as requested by supervisor;
- Research health and wellness topics as related to organization staff, persons with disabilities and persons who are aging.

Essential Function: Staff Development

Recruit, hire, train and develop team members ensuring the provision of exemplary services.

Criteria for Success/Accountability:

- Research, identify and utilize best practices as it relates to in-home services;
- Ensure that staff supervised is adequately trained and has the resources needed to perform the job;
- Provide needed guidance and staff support;
- Train staff on topics to enhance service expertise, introduce new methods and consumer data collection and reporting requirements;
- Support staff supervised in setting priorities and effective time management.

Essential Function: All MERIL Staff Expectations

Criteria for Success/Accountability:

- Professionalism & Work Ethic
- Problem Solving & Critical Thinking
- Teamwork & Collaboration

Authority Delegated:

Supervises staff assigned to In-Home Services. Responsible for the overall direction, coordination and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization policies/procedures/practices, regulatory authority standards and law.

Minimum Qualifications:

Completion of a Bachelor's of Science Degree in Nursing from an accredited college or university. Prefer a minimum of four years of experience in providing In-Home services or long term care for persons with disabilities and/or persons who are aging. Prior management experience also preferred.

Knowledge of Medicaid/Medicare services.

Knowledge of Veterans Administration services.

Satisfactory background checks.

Ability to travel.

Certificates, Licenses and Registrations:

Licensed in the State of Missouri as a Registered Nurse.

Current CPR certification.

Employee Sign Off:

The employee is expected to adhere to all agency policies, procedures and practices. The employee is required to act as a role model in the adherence to agency policies and procedures.

I have been informed of the location of agency policies and procedures and understand my responsibilities to adhere to those policies and procedures.

I have read and understand the essential functions of this job description.

Signature: _____ Date: _____