



Pennington & Red Lake County Public Health & Home Care

POSITION DESCRIPTION

Home Care Program Manager

REPORTS TO: Public Health Director

SUPERVISES: Home Care RN's, LPN's, Home Health Aides, and Student Nurses.

BRIEF DESCRIPTION OF POSITION:

To assist and support the Public Health Director in the implementation of agency policies and procedures; provide leadership and supervision to Nursing staff; assign client referrals as needed; orient new staff; review performance of all Home Care staff; maintain thorough knowledge of program guidelines and regulations; provide ongoing consultation to staff regarding client and program issues; coordinate and monitor continuing education needs of staff; coordinate and or assist with quality assurance/record review activities; facilitate coordination of services within and outside of the agency; provide leadership in program planning; networking with community partners; interpret Home Care/Public Health services to the public; assist with planning, development, implementation and evaluation of the Home Care program.

RESPONSIBILITIES & DUTIES:

1. Assist and support the Public Health Director in the implementation of agency policies and procedures.
2. Supervision of Home Care staff on a daily basis, including annual performance appraisals, client referrals and consultation, orientation of new staff, and leadership of team meetings and activities.
3. Supervision of programs, including assessment of needs, planning, developing, implementing and evaluation, assists staff in completing extensive documentation for client care and program activities.
4. Provides direct client care including client assessments, planning and coordinating care, providing nursing interventions such as health teaching and counseling, advocacy, delegated medical procedures, surveillance, based on individual and family health needs, and clearly documents all contacts with or about clients.
5. Develops and maintains on-going communication networks with community groups and referral sources to provide information on available services and promote appropriate referrals.
6. Assists staff in problem solving, prioritization of work and overall job performance.
7. Ensure programs are operating within planned budgets.
8. Participate in the recruitment and hiring, orientation, training of team members, as well as recruitment activities.
9. Participates in professional development to maintain and increase knowledge and skills consistent with professional standards of nursing practice and to meet the legal requirements for RN licensure.
10. Prepare and facilitate in the state survey process.
11. Respond to Public Health emergencies as directed.
12. Coordinates and provides input with other administrative staff regarding program coordination.



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REQUIREMENTS:

1. Bachelor of Science/Arts Degree in Nursing with Public Health Nurse Certification in Minnesota preferred.
2. Current license to practice professional nursing as a Registered Nurse in Minnesota.
3. 5 years of full-time experience as a licensed Registered Nurse/Certified Public Health Nurse, with a preference for at least 3 of those years in a Local Public Health Department.
4. Leadership position which utilizes independent, decision-making practice and nursing process, which includes assessment, planning, implementation and evaluation of Public Health programs and staff.
5. Experience in supervising professionals or other health care providers.
6. Thorough knowledge of and evidence of population-based practice experience with Public Health Principles and Interventions.
7. Considerable knowledge of community resources and health care delivery systems.
8. Ability to develop and maintain cooperative and effective communication and working relationships with staff, community, other health care providers, and the general public.
9. Excellent critical thinking, assessment and independent decision-making skills.
10. Ability to accept and effectively give direction, guidance and consultation.
11. Effective verbal and written communication skills.
12. Ability to provide leadership to Home Care staff in assessing, planning, implementing and evaluating programs.
13. Strong belief in health promotion and prevention of disease.
14. Flexibility and positive approach to problems and people.