

**GREAT
COMPANY
NOW HIRING.**



If you are looking for a new opportunity, we are looking for you! Come join our locally owned and operated Home Health Team in the southern Darke County thru Eaton area.

Immediate Openings include the below listed full time and part time positions with flexible days and hours.

RNs

LPNs

Home Health Aides

MSW

We are also now interviewing for a Director of Nursing, full time position (see below for job description)

Please email your resume to speters@comprehensivehealthnetwork.com or stop in today at our Greenville office to complete an application.

**5420 State Route 571, Greenville, Ohio 45331-9606
Tel: 937.548.0506 • 800.798.0507 • Fax: 937.548.3468**

Comprehensive Health Network

Job Description: Director of Nursing

X Exempt/Salaried Status Non-Exempt Status

Position Summary:

Provides oversight of all patient care services and personnel – including making patient and personnel assignments, coordinating patient care, coordinating referrals, assuring that patient needs are continually assessed, and assuring the development, implementation, and updates of the individualized patient plan of care.

Reports to: Chief Executive Officer.

Qualifications:

A person who is an Ohio licensed registered nurse with a Bachelors Degree in Nursing preferred.

Minimum of 3-5 years' experience in supervisory or administrative positions in health care. Knowledge of the regulatory requirements at the state, federal, and local level. Knowledge of reimbursement sources and documentation requirements within home health care. Excellent written and verbal communication skills and strong interpersonal skills.

Essential Functions/Areas of Accountability:

Leadership

1. Assists in the planning, development and implementation of the agency structure, the coordination of services, policies and procedures, the annual operating budget and the annual agency evaluation.
2. Ensures that quality care services are provided within applicable laws and regulations.
3. Uses own knowledge, experience and resources to make logical decisions. Facilitates problem-solving sessions to resolve issues.
4. Serves on the agency Compliance Committee. Participates in agency compliance reviews and monitoring activities.
5. Ensures agency preparation for certification surveys and financial audits.
6. Provides leadership to staff in identifying agency/patient needs and opportunities for quality improvement.
7. Participates in the hiring, orientation and on-going training of personnel.
8. Monitors productivity and performance requirements for staff and participates in correcting any issues.
9. Conducts performance evaluations in accordance with agency policy.
10. Participates in the development and achievement of agency and departmental goals.
11. Performs all duties in an accurate, efficient, cost-effective and timely manner.
12. Confers with the CEO on a regular basis regarding issues that deviate from normal routine.
13. Acts on behalf the agency Chief Executive Officer in his/her absence.

Coordination of Services

1. Manages and directs professional/paraprofessional services to ensure the delivery of safe, effective and appropriate home care services.
2. Works with other managers/supervisors to coordinate services.
3. Ensures accuracy, completeness, and timeliness of clinical documentation in accordance with agency policies/procedures, regulatory requirements, and industry standards.

Education

1. Coordinates the design and fulfillment of the agency's educational program. Ensures that proper records are maintained.
2. Identifies agency staff educational needs relative to skills and specialty areas and arranges training programs.
3. Serves as a resource person to provide education/information to all departments.

Safety/OSHA/Infection Control

1. Coordinates the design and fulfillment of the agency's Safety/OSHA/Infection Control Programs. Ensures that proper records are maintained.

Reimbursement for Services

1. Ensures accurate documentation exists to support services provided and eligibility for continued services.
2. Responds to payment denials and requests for additional information.

Policies and Procedures

1. Collaborates with management staff to review and update policies, procedures, manuals, guides, and forms to improve the quality, efficiency, and effectiveness of patient care at least annually.

Quality Improvement

1. Designs, reviews, updates, and implements the agency's Quality Improvement Program.
2. Assures proper data collection activities and related data analysis for agency programs and services.
3. Identifies systems to recognize patient needs, respond to patient needs, and to measure outcomes of agency interventions. Recommends and implements changes in clinical and/or operational practice based on findings.
4. Coordinates educational activities related to the Quality Improvement Program.
5. Ensures that all agency quality improvement activities are performed adequately and in a timely manner.
6. Coordinates the agency's clinical record review; writes summaries of findings, recommendations and plans for evaluating results.
7. Monitors utilization of services, patient concerns, and risk management programs.

General Agency Compliance:

Job Performance

1. Performs job in compliance with agency policies/procedures, professional/community standards, and regulatory requirements.
2. Maintains confidentiality in all aspects of the job.
3. Is self-directed. Completes assigned tasks with accuracy and within agency time frames.
4. Demonstrates the initiative to assist co-workers when work load permits.
5. Is able to adapt to and accept change.

Communication

1. Ensures effective communication and positive working relationships with supervisors and co-workers.
2. Participates in the agency's Compliance Program, Quality Improvement Program and staff meetings to identify practices to improve outcomes and control costs. Reports questionable activities.
3. Documents legibly and according to agency documentation guidelines and standards.

Safety/Infection Control

1. Demonstrates knowledge of safety/infection control practices by compliance with policies/procedures, and regulatory requirements.

Personal/Professional Development

1. Demonstrates competency in areas of assignment or identifies the needs for additional training.
2. Accepts responsibility for personal/professional development. Maintains professional licensure/certification where applicable.
3. Participates in all mandatory education.
4. Maintains current driver's license, reliable transportation, and required automobile insurance.

Other

1. Meets attendance and punctuality expectations.
2. Adheres to agency dress code and grooming guidelines.
3. Maintains agency property, supplies, and equipment in a manner that demonstrates ownership and accountability.
4. Performs additional duties and responsibilities as deemed necessary.

Physical/Environmental Demands: See ADA requirements.

Employment Status:

Outside employment interfering with an employee's work schedule could potentially jeopardize that employee's position with the company.

All CHN employees are employed At Will. This means employment is for no specific period of time, and may be terminated by either party at any time, for no reason or for any lawful reason.

I have, understand and accept the above job description of Director of Home Care. I believe that I can meet the requirements of the job as stated in this job description.

Benefits Include:

401K Retirement Plan – Employer contributes 3% of gross salary per pay, no employee match required

Paid Vacation

Paid Holidays

Paid Life Insurance (Fulltime)

Group Health Insurance (Fulltime)

Group Dental / Vision Insurance (Fulltime)

Bonus Plan

Cell Phone Reimbursement