

JOB DESCRIPTION

Administrator



JOB SUMMARY:

The Administrator ensures quality and safe delivery of home health care services; coordinates services that reflect the Agency's philosophy and standards of care; plans, develops, implements and evaluates Agency services, programs and activities and responsible for all day-to-day operations of Agency.

QUALIFICATIONS:

1. A person who is a licensed physician, or
2. Is a registered nurse, or
3. Has training and experience in health services administration and at least one (1) year of supervisory or administrative experience in home health care or related health program.

NOTE: For individuals that begin employment with the Agency on or after January 13, 2018, the Administrator is a person who:

- Is a licensed physician, a registered nurse or holds an undergraduate degree.
 - Has experience in health service administration, with at least 1 year of supervisory or administrative experience in home health care or a related health care program.
4. Demonstrated ability in or application of organizational/communication skills.
 5. Ability to deal effectively with high levels of stress.
 6. Ability to enlist the cooperation of many people in furthering a program.

RESPONSIBILITIES:

1. Organizes and directs the Agency's ongoing liaison among the Governing Body and staff.
2. Employs qualified personnel and ensures adequate staff education and evaluations.
3. Ensures the accuracy of public information materials and activities.
4. Implements an effective budgeting and accounting system; assures accuracy for billing procedures.
5. Shares copies of philosophy with all employees.
6. Consistently follows Agency policies and procedures to set an example for employees.
7. Reviews Agency manuals once per year for completeness.
8. Assesses employees on an ongoing basis to ascertain their understanding of policies and procedures.
9. Assists employees to support policies and achieve necessary changes.
10. Uniformly enforces policies and procedures.
11. Maintains two-way communication with employees and fair administration of personnel policies.
12. Documents employee problems in personnel files.
13. Disciplines employees as necessary.
14. Directs the Agency's ongoing functions.
15. Monitors budget hours and does not exceed allowance each year.
16. Monitors equipment abuse and takes steps to keep it to a minimum.
17. Evaluates effectiveness and efficiency of the Agency.
18. Uses statistical data to determine quality and quantity of services.

Job Description -Administrator (continued)

19. Maintains compliance with applicable federal, state, accrediting bodies and local rules and regulations.
20. Supervises all business affairs
21. Develops, implements and evaluates financial policies and procedures and records.
22. Develops, implements and evaluates budget plan and cost control policies and procedures.
23. Develops and implements salary program within approved policies and procedures.
24. Participates in personal professional growth and development.
25. Plans and directs operations to ensure the provision of adequate and appropriate care and services.
26. Fiscal planning, budgeting and management.
27. Recruit employees and retain qualified personnel to maintain appropriate staffing levels by employing qualified staff.
28. Establishes and maintains effective channels of communication.
29. Ensures Agency personnel have current clinical information and current practices.
30. Evaluates services and programs.
31. Ensures staff development including orientation, in-service education and continuing education.
32. Coordinates with other program areas and management as appropriate.
33. Maintains current knowledge of local trends and issues.
34. Ensures that appropriate personnel qualifications and policies are developed and implemented.
35. Directs staff in performance of their duties including admission, discharge and provision of service to patients.
36. Assures appropriate staff supervision during all operating hours.
37. Ensures the accuracy of public information materials and activities.
38. Appoints a similarly qualified alternate to always be available during operating hours in the absence of the Administrator.
39. Directs and monitors organizational Quality Assessment and Performance Improvement activities.
40. Ensures that the Clinical Manager is available during all operating hours.

WORKING ENVIRONMENT:

Works indoors in the Agency office.

JOB RELATIONSHIPS:

1. Supervised by: Governing Body
2. Workers Supervised: All home care staff

RISK EXPOSURE:

Low risk

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LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period while standing and being involved in physical activity.
- Moderate lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an Administrator, I will perform these duties to the best of my knowledge and ability.

Date

Signature