

Benzie Senior Resources  
Job Descriptions

Job Title: Registered Nurse – Director of Health Care Services  
Reports to the Executive Director.

CLASSIFICATION: Exempt, full-time.

PURPOSE: To have primary authority and responsibility for maintaining the quality of in-home services.

DUTIES AND RESPONSIBILITIES:

1. Coordinates and oversees all direct and indirect client services provided by home care personnel.
2. Schedules employee assignments for personal care and respite, allowing for personality and geographic considerations and budgetary constraints.
3. Internal case management, documentation review, determining program eligibility and payer source, insurance authorizations.
4. Provides guidance and counseling to staff to assist them in continually improving all aspects of home care services.
5. Provides help in performing initial client assessment and reassessments, planning, implementation and evaluation of client and family/caregiver satisfaction with care.
6. Hires, evaluates and terminates home care personnel in consultation with the Executive Director.
7. Responsible for orientation of new home care staff; increases or decreases staffing levels as needed.
8. Holds weekly staff meetings to go over work performance and specific client cases.
9. Maintains a cooperative relationship among staff by communicating information, responding to requests, building rapport, and participating in team problem-solving methods.
10. Performs in-home field staff evaluations, training, support, and preceptor.
11. Utilizes positive feedback, coaching, and disciplinary actions as needed.
12. Plans and implements in-service and continuing education programs to meet education and training needs of home care staff.
13. Oversees the maintenance of confidential client clinical records, statistics, reports and records for the purpose of evaluation and reporting of clinical activities.
14. Assures proper maintenance of clinical records in compliance with local, state and federal laws.
15. Serves as an educational resource in the health care community concerning available home care services and assists in developing new programs.
16. Builds and retains relationships with referral sources, medical personnel, clients and their families.
17. Demonstrates safe workplace behaviors at all times to reduce risk of accidents and injuries. Demonstrates proper lifting techniques, provides skills testing and education on blood borne pathogens and elder issues.
18. Assists Executive Director with development and implementation of policies and procedures for the health care staff.
19. Acts as a resource person for all agency staff and clients and initiates community resource referrals as appropriate.

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20. Uses quality improvement methods to eliminate inefficiencies and errors to facilitate positive outcomes and minimize expenses.
21. Assists Executive Director in development of new and expanding programs.
22. Represents the agency in the community and at fundraising activities as directed by the Executive Director.
23. Keeps current with required CEU's and monitors staff for compliance with re-certifications.
24. Outreach Foot Care Clinics
25. Other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS**

1. Current Michigan RN license.
2. Current CPR certification.
3. Minimum five (5) years RN experience with at least two (2) years clinical experience in gerontology/dementia care.
4. Supervisory/case management experience.
5. Strong verbal and written communication skills.
6. Strong time management skills.
7. Strong interpersonal and motivational skills.
8. Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)

I have reviewed and determined that this job description accurately reflects the position.

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Executive Director Signature      Date

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Employee Signature      Date