

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Home Care Supervisor
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Home Care Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: **October 2020**

JOB SUMMARY: Leads and supports the home care team, including in the areas of advocacy, education, coordination, documentation, and providing participant care. Directly supervises the in-home CarePartner team. Works in the capacity of a Licensed Vocational Nurse within the Home Care team.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Leadership & Team Support:

1. Assists the Home Care Manager in recruiting, training, supervising, and evaluating employees.
2. Develops and implements in-service training programs for employees.
3. Maintains a safe work environment and ensures compliance with safety practices.
4. Assists with department communication related to relevant program issues.
5. Attends team meetings, participant conferences, in-service trainings, etc., as applicable.
6. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
7. Performs other duties as assigned.

Advocacy & Education:

8. Attends meetings with outside agencies, caregivers, and families. Networks with other agencies on behalf of program and participants.
9. Provides various internal and external training regarding medications, medical conditions, safety, general health education etc.
10. Communicates with the physicians and caregivers of participants regarding health concerns and recommendations.
11. Assists participants in obtaining medical services from other health service providers.
12. Assists in scheduling agency transportation as needed.

Coordination:

13. Assists with creating and implementing operational policies and procedures.
14. Orders Durable Medical Equipment (DME) for participants, as needed.
15. Oversees the facilitation and coordination of CarePartner scheduling. Conducts scheduling duties, as needed.

Documentation:

16. Maintains individual participant attendance, skilled nursing care records, medication administration records, and other medical data as necessary to document medical nursing care.
17. Under the direction of the Home Care Manager, files written and verbal Incident Reports as required by the program. Notifies families and caregivers of incidents.

Participant Care:

18. Monitors general health status of participants.
19. Monitors participant nutritional status and refers to Registered Dietitian when appropriate.
20. Administers treatments in accordance with physician orders.
21. Monitors, administers, and records prescribed medications.
22. Assists with personal care needs of participants, meals, and other general care duties.
23. Provides various nursing services as directed by the Home Care Manager and Medical Director.
24. Conducts Home Care Safety Assessments and reports back to the Interdisciplinary Team.
25. Ensures all assessments are completed and documented in a timely manner.
26. Conducts home safety visits as assigned, ensuring completeness of the enrollment process for Redwood Coast PACE.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent and completion of a vocational, or practical nursing program approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) required.
2. Must have a minimum of one (1) year experience in a supervisory role. Additional supervisory experience preferred.
3. Previous experience working as a Licensed Vocational Nurse and/or in a home-care setting desired.
4. Must have at least one (1) year of experience working with a frail or elderly population.

LICENSES OR CERTIFICATES:

1. Current California BVNPT Vocational Nurse Licensure required.
2. Current CPR and First Aid certification within six (6) months of hire.
3. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, and insured for State minimum liability requirements that can be used for the applicable job functions noted above.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

JOB SKILLS:

1. Ability and interest to work with the frail, elderly, and disabled adults to enhance and encourage their independence.
2. Nursing knowledge and skills necessary to navigate complex clinical situations.
3. Knowledge of physical, social, and mental health programs operating within a licensed health care facility or clinic.
4. Possess strong administrative, organizational, and supervisory knowledge, skills, and abilities.
5. Ability to coordinate programs and services.
6. Ability to train and delegate responsibility among staff.
7. Ability to function effectively within a multi-service, community-based nonprofit agency.
8. Ability to work independently and within diverse teams made up of various occupations.
9. Ability to coordinate, advocate, and cooperate with tact and diplomacy.
10. Ability to maintain a positive attitude and to collaborate with others while maintaining strong, effective interpersonal and work relationships.
11. Ability to communicate effectively with others in verbal and written form.
12. Ability to be self-directed, self-monitored, and detail-oriented.
13. Possess basic recordkeeping skills and ability to maintain accurate files and records.
14. Ability to manage time effectively, prioritize multiple projects and tasks, adapt to changing priorities and workload, and to meet critical deadlines.
15. Ability to use good judgment, and to be resourceful, flexible, and solve problems.
16. Ability to research and analyze information from various sources, including collecting, evaluating, and interpreting data.
17. Ability to interpret and comply with program requirements, regulations, and contracts.
18. Ability to prepare comprehensive reports, forms, correspondence and other written materials.
19. Ability to understand and incorporate detailed requirements into action plans and implement them.
20. Ability to represent the agency professionally and effectively in meetings with internal and external stakeholders.
21. Ability to speak publicly and privately about agency programs and to participate in various outreach efforts as required.
22. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel). Ability to implement, navigate, use, and maintain database software programs.

SUPERVISORY REQUIREMENTS:

1. This position directly supervises the in-home CarePartners.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs.				X		Reach outward				X	
51-100 lbs.			X			Climb				X	
Over 100 lbs.			X			Crawl			X		
						Kneel			X		
Pushing/Pulling						Driving					
Under 10 lbs.				X		Squat			X		
11-20 lbs.				X		Sit			X		
21-50 lbs.				X		Walk-Normal Surfaces				X	
51-100 lbs.			X			Walk-Uneven Surfaces		X			
Over 100 lbs.			X			Walk-Slippery Surfaces		X			
						Stand				X	
Other						Driving					
Keyboard/Ten Key			X			Automatic Trans		X			
Fingering (Fine dexterity)			X			Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date