

JOB TITLE:

Health Care Coordinator

JOB SUMMARY:

As the Health Care Coordinator it is your responsibility to provide home health care coordination for our residents, assessments and re-assessments of prospective and current residents, and oversee and delegate to staff providing personal cares. Present in-services to Home Health Aides to fulfill all state requirements. Maintain resident files with all forms as required by state law. Regular scheduled hours are Mon. – Fri. 8:00 AM – 5:00 PM. This position requires being on call and filling in as required.

ACCOUNTABILITY:

Manager

DUTIES AND RESPONSIBILITIES:

Staffing:

- Assist management in scheduling HHAs and Universal Workers.
- Present in-services for staff.
- Annual Reviews of Universal Workers
- Maintain adequate staffing by recruiting, hiring, terminating, and supervising all on-site staff, according to their individual job descriptions, along with supervisors.
- Train each new employee, thoroughly, in his/her duties and in the Policies and Procedures, as they relate to their position.
- Assure quality customer service and performance is achieved by HHA and Universal Workers.

Operations:

- Participate in the Interdisciplinary Team meetings.
- Review and follow up on incident reports.
- Be responsible for notifying doctor and family of any health concerns.
- Be responsible for having MAR prepared, accurately, monthly and as needed.
- Monitor medications for all residents who receive medication management every 30 days.
- Delegate and document tasks according to the Task Delegation Decision Sheet and the Nurse Practice Act.
- Be responsible for overseeing all medication reminders and administration.
- Complete assessments and write service plans for all current and prospective residents as required by company policies.
- Be responsible for proper disposal of hazardous materials.
- Be responsible for documenting residents' health concerns in Nurse's Notes.
- Attend all mandatory meetings, including Quarterly SH Mandatory Meetings
- Train on use of personal protective equipment, as required, and monitor staff for appropriate usage.
- Use and train on proper body mechanics.
- Be a part of the safety team and committees as assigned.
- Attend/conduct bi-weekly staff in-services and weekly coordinators' meetings.
- Be a team player and perform various other duties as may be requested by the Manager.
- Assure that appropriate medical information is relayed between shifts.
- Uphold confidentiality and Health Insurance and Portability and Accountability Act (HIPAA) and HITECH HIPAA regulations.

- Comply with all state regulations as they apply to assisted living certification.
- Comply with all the Community policies.
- Carry your own personal professional liability insurance
- Fill in for home health aides, when needed.
- Marketing with Manager
- Responsible for Community Monthly Alzheimer meetings
- Responsible to ensure RN On-call coverage for absences and PTO
- Other duties assigned by the Manager.
- Budget:
- Maintain and follow budget.
- Maintain inventory of nursing equipment and supplies and perform annual inventory of all items related to health care.
- Emergency Monitoring:
- Assure 24-hour, 7-days per week on-site coverage to respond to calls for urgent assistance from residents of the Community, and to respond to fire alarms or other emergencies.
- Be on call.

CONTACTS:

Manager	All Staff	Residents and families
Coordinators	Barber/Beauty Operators	Prospects and families
Community organizations	Physicians	Hospitals
Vendors	Pharmacy personnel	Emergency Medical personnel
Other home health care agencies	Nursing homes	other assisted living communities
Various professional organizations; local, regional, state, and national		
Inspectors from state and local departments		

REQUIRED SKILLS AND ABILITIES:

- Good communication skills
- Good analytical and assessment skills
- Proven organizational skills
- Public relations
- Listening skills
- Positive image
- Commitment to the elderly and their well-being
- Supervision and problem solving skills
- Decision-making and goal setting abilities
- Able to be a strong member of a solid team
- Computer-literate (Word/Excel)

REQUIRED EDUCATION AND/OR TRAINING:

- Current Iowa RN license
- 4 years' health care management experience in retirement communities
- Must have had experience managing six people or more.
- Must have experience with MS Outlook, Excel and EMR/EMAR
- Must have Assisted Living Manager Certification or obtain within 6 months of date of hire
- Must complete Medication Management Training

- Must complete 8 hours Dementia Training

PREFERRED EXPERIENCE:

- 2 years' experience in a Home Health Agency atmosphere
- Experience in an elderly care environment

POSITION REQUIREMENTS:

- Ability to assist with lifting
- May be sitting at a computer or desk for long periods of time

On this _____ (day) of _____ (month), _____ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

All job descriptions are subject to change based on business needs.