



## **Job Description**

### **Field Supervisory (L.P.N. & R.N.)**

#### **POSITION SUMMARY**

The Field Supervisor has primary responsibility for the in-home supervision of Homemakers and Home Health Aides as well as the on-going assessment and management of client situations/problems related to services provided. Involvement in teaching/training programs and documentation of activities is also a priority.

#### **QUALIFICATIONS**

1. Current licensure as a professional nurse in Massachusetts is required.
2. Nursing Degree from an accredited institution is required.
3. At least three (3) years of recent medical-surgical nursing in a hospital or other organized health setting recommended.
4. Previous experience in a community health setting (e.g. V.N.A.) preferred.
5. Previous teaching and/or supervisory experience preferred.
6. Evidence of a satisfactory health exam and Mantoux test (done within 1 year prior to employment).
7. Satisfactory references with regard to professional competency, interpersonal skills and attendance.
8. Consents to a Criminal Offender Record Investigation check.

#### **SPECIFIC RESPONSIBILITIES**

1. Accompanies the assigned Homemaker/Home Health Aide (H/HHA) on all new personal care cases to "open" the case and provide any needed directions to the H/HHA and client.
2. Visits all H/HHAs, while on duty with an assigned client, at least every three (3) months to assess compliance with the established plan of care and quality of services provided.
3. Provides positive feedback, emotional support and constructive criticism to H/HHA during each site visit.

4. Provides incidental teaching/in-service education on aspects of a client's care, Universal Precautions and Hepatitis B Vaccination, during each Visit with a H/HHA and on an annual basis.
5. Demonstrates, as necessary, procedures of care to H/HHA that are to be used for a client.
6. Updates each client's Assessment and Planning form (during a site visit) annually and when care needs/services change.
7. Completes and submits all required documentation in a timely and designated manner.
8. Serves as a resource to Placement Workers in the handling of nursing/service problems relating either to clients or H/HHA.
9. Participates in the Agency's training programs, organized in-service programs and orientation sessions for H/HHAs as requested.
10. Participates in case conferences with professionals from other agencies as appropriate.
11. Establishes and maintains satisfactory working relationships with clients, H/HHAs, Placement Workers and office personnel.
12. Functions in accordance with Agency policies, procedures and conditions outlined in Agency contracts.
13. Performs other job-related duties as requested.

**RESPONSIBLE TO**

Program Director

I have read and understand this explanation and job description

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Signature

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Date