



Job Description

Assistant Program Director, Nurse RN

POSITION SUMMARY

The Assistant Program Director is responsible for the overall management and administration of the Feeding Hills Office operations and organization. The Office Manager shall exercise general supervision over the affairs and interests of the Agency's Feeding Hills Office and the direction of its personnel.

The Office Manager also serves as a Staff Nurse-RN. In this role, she or he has primary responsibility for the in-home supervision of direct care providers as well as the ongoing assessment and management of client situations/problems related to services provided.

The RN evaluates the general health functioning of assigned Group Adults Foster Care (GAFC) participants and creates and revises as needed an Individualized Service Plan with the Resident Service Coordinator (RSC) of the vendor agency. The agency RN and RSC of a vendor agency work collaboratively as a professional team to ensure an effective and quality-oriented GAFC program for all participants.

Involvement in teaching/training programs and documentation of activities is also a priority.

QUALIFICATIONS

- Three years of experience in office management is preferred.
- Experience in operations management, including oversight of staff members and daily routines.
- Experience in building strong relationships with outside parties.
- Current licensure as a professional nurse in Massachusetts is required.
- Nursing Degree from an accredited institution is required.
- Previous experience in a community health setting with ASAPs is preferred.
- Previous teaching and/or supervisory experience is preferred.
- Evidence of a satisfactory health exam and Mantoux test done within one year prior to employment.

- Satisfactory references with regard to professional competency, interpersonal skills and attendance.
- Consents to a Criminal Offender Record Investigation check.

SPECIFIC RESPONSIBILITIES

- Manages staff members and makes sure that daily routines occur as required. This includes making sure that nursing visits are conducted in a timely manner and meet company standards.
- Ensures that the office has enough direct care providers to satisfy client needs.
- Ensures that payroll occurs smoothly and that the concerns of staff members are addressed.
- Maintains strong relationships with client referral sources and seeks additional sources.
- 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.
- Visits all H/HHAs, while on duty with an assigned client, at least every three months to assess compliance with the established plan of care and quality of services provided.
- Provides positive feedback, emotional support and constructive criticism to the H/HHA during each site visit.
- Provides incidental teaching/in-service education on aspects of a client's care, Universal Precautions, and Hepatitis B Vaccination during each visit with an H/HHA and on an annual basis.
- Demonstrates, as necessary, procedures of care to the H/HHA that are to be used for a client.
- Updates each client's assessment and planning form (during a site visit) annually and when care needs/services change.
- Completes and submits all required documentation in a timely and designated manner.
- Serves as a resource to Placement Workers in the handling of nursing/service problems relating to either clients or an H/HHA.
- Participates in case conferences with professionals from other agencies as appropriate.
- Establishes and maintains satisfactory working relationships with clients, H/HHAs, Placement Workers and office personnel.
- Functions in accordance with Agency policies, procedures and conditions outlined in Agency contracts.
- Performs other job-related duties as requested.
- Participates in the Agency's training programs, organized in-service programs and orientation sessions for H/HHAs as requested.

RESPONSIBILITIES UNDER THE GAFC PROGRAM

- Performs all GAFC Program responsibilities of the RN as outlined in the GAFC Program Policies and Procedures and consistent with Medicaid guidelines, including those highlighted below.

- Performs participant Assessment, Admission, 2-week, 4-week and every 60-day visit documents (within two days of those target dates), with post-hospital visits to include a 24-hour visit of the RN notified of hospital discharge, 2-week, 4-week, and every 60 days.
- Documents participant visits in the Nursing Progress Notes written in an outcome-oriented style highlighting how the participant's functional ability is being maintained or improved with GAFC assistance. Pays particular attention to the participant's level of function, level of service required, mental status, medication changes, reported changes in physical or mental health, ancillary services involved, appearance of participant and apartment, participant's level of satisfaction with services, and the PCHM's compliance with the following plan of care and any other pertinent information.
- Creates an Individualized Service Plan/Med Sheet based on the MDS and Physician Summary together with the RSC for a comprehensive approach.
- Communicates the participant's health condition to the RSC.
- Implements the vendor agency's policies and procedures.
- Reviews participant appropriateness for continued GAFC participation based on MassHealth guidelines.
- Submits thorough Semiannual and Annual paperwork to the RSC to maintain medical authorization for continuation of GAFC services.

RESPONSIBLE TO

Program Director