

Job Title: Director of Nursing- Agency
Department: Home Health/Public Health
Reports to: Agency Administrator
Effective Date: 03/2021

Job Summary: Lead and direct the overall operation of Public Health and Home Health departments. Responsibilities include budgetary, management, leading the activities of the nursing teams, providing clinical direction, and overseeing that nursing functions are carried out under direction of the agency's medical director and in accordance with compliance of state and local regulations and standards. Establish and implement quality of standards for patient care. Delegate areas of responsibility to nursing personnel, working closely with agency administration and management functions to assure operations and reporting requirements comply with contractual obligations, as well as state and local regulations.

Supervisory Responsibilities:

- Develop, monitor and maintain financial performance via budget process and monthly metrics.
- Develop a team that will provide high quality, caring direct support services.
- Monitor incidents and complaints.
- Oversee and supervise daily clinical workflow, development and delivery of in-service education.
- Maintain awareness of programs, regulations and procedures.
- Complete performance evaluations for staff directly supervising, including disciplinary corrective action.
- Review/approve nursing staff daily time sheets.
- Participate in recruitment, interviewing, selection and orientation of nursing personnel.

Duties/Responsibilities:

- Develop, maintain and implement policy and procedures that conform to current standards of practice.
- Responsible for departmental survey readiness, and plan of correction to inspection survey.
- Participate in budget development.
- Assist with home health referrals as needed.
- Assist with EMR updates and training.
- Oversee departmental emergency preparedness, including agency-wide as needed.
- Oversee Quality Assurance & Performance Improvement (QAPI) program.
- Establish and monitor agency Key Performance Indicators (KPI).
- Maintain, review, and update departmental policies and procedures.
- Oversee care delivery and patient outcomes to ensure quality patient care achieved through:
 - Patient rights are exercised.
 - Compliance with federal, state and local laws.
 - Compliance with policies and procedures.
- Participate in marketing and promotion of departmental services and programs.
- Plan and facilitate regular staff meetings.
- Assist in contract negotiation and preparation as applies to department(s).
- Available for on call and holiday schedules (if required)
- Work closely with medical community, Department of Health and Senior Services, and other agencies and officials as necessary to meet program goals.
- Coordinate contract and monitoring of the CORE, Maternal & Child Health (MCH), Child Care Health Consultation (CCHC), and other contract programs.
- Oversee clinical public health services, to include, but not limited to: pregnancy testing and education; temporary Medicaid; CPR/First Aid instruction classes; communicable disease surveillance, testing, investigating, reporting and treatment; immunizations; blood pressure checks; phlebotomy; school screenings and education; child care health education; lead testing; and public health education/promotion.
- Other related duties as assigned.

Education and Experience:

Management and leadership experience required.

Knowledge of home health services and regulations for CMS and commercial payers preferred.

Knowledge of public health services, regulations, and nursing standards required.

Prior use of electronic medical record (EMR) preferred.

Pediatric and childhood immunization experience preferred.

Qualifications:

1. Licensed physician, registered nurse, or holds an undergraduate degree in a related field.
2. Experience in health care services administration, with at least 1 year of supervisory or administrative experience in Home Health, Public Health or a related health care program.
3. Graduate of an accredited nursing program (Bachelor's Degree in nursing and 3-5 years professional nursing experience or completion of an Associate Degree in Nursing and 3-5 years nursing and management experience.)
4. Current Missouri RN license.
5. Valid license to operate automobile.

Physical Requirements:

Ability to stand, sit, bend over and maneuver for extended amount of time.

Ability to communicate verbally and in writing with clients, families, providers, and other internal/external customers.

Regular use of telephone and email for communication is essential.

Hearing, vision, and speaking within normal ranges.

Ability to perform keyboarding skills.

Ability to stand, greet customers, vendors, management, and co-workers.

Good manual dexterity for use of common office equipment such as computers, calculator, copiers, and fax machines.

Able to lift or carry up to 40 pounds.