

Cedar County  
Tipton, Iowa  
Position Description

<b>Position title</b>	Home Health Clinical (HH) Manager
<b>Reports to</b>	Public Health Director
<b>Pay Grade</b>	

**Position purpose**

The purpose of this position is the management of operations and personnel of the Home Health (HH) programs through achievement of the department’s vision, mission, programs objectives, and strategic planning.

**Key position responsibilities (with sample tasks)**

- Manages through planning, organizing, staffing, directing, and controlling of the Home Health Division to accomplish goals.
  - Provides the directing and controlling of home health staff members by ensuring a competent workforce and evaluates the effectiveness, accessibility, and quality of all clinical services
  - Coordinates and oversees all home health personnel and all patient care services rendered by nursing personnel and home health aides
  - Provides direct, on-site evaluation of the clinical competence of nursing personnel and participates with assigned supervisory staff in the evaluation of home health aides
  - Assigns home health personnel, develops home health personnel qualifications, and develops home health personnel policies
  - Conducts performance evaluations of all home health personnel to ensure quality care and compliance
  - Assures the development, implementation, and updates of the individualized plan of care for patients
  - Provides direct nursing care to assure quality and safe delivery of nursing care to all clients; provides in-home assessments required by law; maintains patient caseload as needed
  
- Supports the Public Health Director by providing the vision and direction to the staff and members to collaboratively work together through understanding the competencies, talents and abilities of staff members
  - Effectively motivates staff to contribute their best toward achievement of the programs’ goals
  - Assists the Director in leadership and development of collaborative working relationships within the department’s staff
  - Participates in the development of all agency objectives, standards of care, and policies and procedures affecting clinical services
  
- Knowledgeable of the purposes and practices of home health.
  - Demonstrates ongoing current knowledge of home health programs’ policies, laws, rules and regulations
  - Possesses necessary knowledge of home health to develop and successfully accomplish the department’s programs
  - Knowledgeable of and able to implement the evidence based best practices related to home health

- Stays current with required continuing education requirements and monitors staff for compliance with their continuing education requirements
- Serves as an advisor and representative of the HH division for members of Cedar County and other local, state, and national officials.
  - Under the direction of the Director, communicates to the Cedar County Board of Health and the Cedar County Board of Supervisors all significant information and occurrences in and/or affecting the department in a timely manner
  - Utilizes leadership, customer service, team building, negotiation and conflict resolution skills to build partnerships with members of the community
  - Promotes and represents the organization in a positive and professional manner
- Supports the Director in developing, implementing, and maintaining departmental quality improvement programs.
  - Assists the director in ensuring the continuing improvement in the quality of care provided to the participants of home health programs through implementation of evidence based practices
  - Knowledgeable of and implements current and predicted quality requirements of home health programs to meet and/or exceed regulatory standards
- Participates in budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the department.
  - Responsible for the fiscal integrity of the programs by assisting the Director in development of a proposed annual
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a fiduciary responsible position
- Assures compliance with Center for Medicare and Medicaid Conditions of Participation, public health laws of the State of Iowa, public health orders, standards and rules of the County and State boards of health and contracts
  - Maintains open communication with Cedar County citizens, governmental representatives, and the Iowa Department of Public Health
  - Monitors staff for timely and accurate documentation in compliance with state regulations and Medicare Conditions of Participation

## **Qualifications**

### **Education and Experience**

Bachelor degree in Nursing **and** at least 1 year of supervisory or administrative experience in Home Health care or a related health care program. Master degree in nursing encouraged.

### **Certificates, Licenses, registrations**

Must have valid Iowa Driver's license and current vehicle insurance. Must have current state Registered Nursing license.

### **Skills and Abilities**

- Active listening
- Information technology usage and trouble shooting
- Reading comprehension
- Critical thinking
- Communication—verbal, non-verbal, written
- Time management
- Active learning

- Coordination
- Judgment and decision making
- Equipment selection and usage
- Customer service
- Collaboration
- Team member
- Interpersonal skills
- Organization
- Accuracy
- Problem solving
- Culture competency skills
- Analysis of data
- Language expression and comprehension
- Written expression and comprehension
- Prioritization
- Manual dexterity
- Attention to details
- Multi-tasking
- Professional image
- Professional behavior
- Compassion, kind, respect and caring
- Positive attitude

#### **Working conditions**

Primarily sedentary within the office with fluctuation of temperature and humidity Also required to travel, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes, pests, smoke, pets, excrement, chemicals, and blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Will be on call during weekends, evenings, nights, and holidays in rotation with other staff nurses.

Occasional overnight travel required.

#### **Physical requirements**

Regularly required to be mobile. Must frequently and consistently carry, lift and/or move up to 25 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to communicate. Must be able to enter information into electronic format for extended periods of time.

#### **Direct reports**

Home Health Registered Nurses, Home Health Aides, contracted providers of Home Health therapies.

#### **Internal and External Contacts**

**Internal:** County elected officials and department directors, case managers, Cedar County Board of Health members, Quality Advisory committee members, staff members, Cedar County Board of Supervisors, contractors, etc..

**External:** County residents, hospital care coordinators and discharge planners, state public health staff, local home health directors and staffs, third party payers including Veteran Affairs staff, private insurance companies' staff, Centers of Medicare and Medicaid Services and

Managed Care Organizations staffs, long term care facilities directors and staffs, assisted living facilities directors and staffs, state and federal elected officials, vendors and others.

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<b>Approved by:</b>	<i>Cedar County Board of Health</i>
<b>Date approved:</b>	September 22, 2017
<b>Reviewed:</b>	

*This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.*