

Administrator
Public Health/VNA and Human Services Director

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Town Manager	Hours per week:	35
FLSA Status:			

The Administrator/Director is a qualified person appointed by the Town Manager to administer, direct, and coordinate all the activities of the Home Health Agency and Public Health Department, **as well as provide oversight to the Human Service Departments of the Stoughton Council on Aging and Recreation / Youth Services Department.** He/She functions under the direction of the Town Manager.

Qualifications:

- Must be a licensed physician, registered nurse, or hold an undergraduate degree and at least one year of health service administration, with at least one year of supervisory or administrative experience in home health or a related health services program.
- Home Health Care experience, minimum of (3-5) years with excellent understanding of the Medicare Payment System and the Conditions of Participation for Medicare Certified Agencies.
- Knowledge of Massachusetts Department of Public Health requirements.
- Demonstrated ability to supervise and direct professional and administrative personnel and deal tactfully with the community.
- Knowledge of corporate business management and computer systems
- Minimum of two (2-3) years of supervisory or administrative experience in the field of public health, hospital administration, **or in a health and human services field - Home Health Administration preferred.**
- Must be an independent, self-motivated individual capable of continual multi-tasking.

Responsibilities:

- Plans overall development and administration of the Agency as set forth in the Conditions of Participation and applicable state regulations for Public Health Department; **Also oversees any designated Human Services Department** under the direction of the Town Manager and the Board of selectmen
- Develops administrative policies and procedures relating to the Home Health Agency and **Human Services Department**
- Directs installation of improved work methods and procedures to ensure achievement of objectives of the program.

TOWN OF STOUGHTON
PROGRAM ADMINISTRATOR I COUNCIL ON AGING

Department:	Council on Aging	Date:	9-26-2023
Reports to:	Director of Human Services	Hours Worked:	35
FLSA Status:	Non - Exempt		

STATEMENT OF DUTIES:

Highly skilled administrative and supervisory work in assisting various Board or senior management in discharging the duties of their office; all other work as required.

SUPERVISION:

Works under the administrative direction of senior management or senior Board staff. Generally establishes own work plan and priorities. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations.

Exercises considerable judgment in supervising subordinate staff; supervisory duties may include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; assisting with the selection of new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate.

Exercises considerable judgment and initiative in coordinating the activities of the Board or department in assisting the public and in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

JOB ENVIRONMENT:

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Has access to highly confidential information, personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication from legal counsel, department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to department manager and other departments as necessary.
- Explains procedures, regulations and/or policies based on knowledge of Town Government.
- Must use initiative in providing assistance.
- Provides assistance to the department's manager or Board, as required, with frequent encounters with Board members and is responsible for addressing their needs and questions as they arise in the absence of senior staff.
- Assists senior management in fulfilling their responsibilities.
- Coordinates activities of the Board or department with others.
- Serves as a sounding board on various issues.
- Provides any information which may be helpful in accomplishing duties.
- Assists Board staff or senior management on policy matters and offers advice on all matters affecting departmental operations.
- Maintains all department confidential information, such as personnel records, bid proposals, reports, litigation documents, collective bargaining/union grievances, labor relations documents and other confidential communication between Town and legal counsel, department heads and citizens, employees, and other outside agencies.
- Gathers background information on issues, as directed.
- As requested, researches operations of
- Town government.
- Provides coordination for special projects or special events as assigned.
- Maintains and administers departmental budgetary accounts, payroll, and bills payable, and generates purchase orders. Prepare monthly vouchers as assigned.
- Supervises departmental employees and volunteers; coordinates and maintains all salary, overtime, and attendance information in compliance with Town's procedures, contractual and statutory obligations.
- Maintains daily departmental scheduling of assignments; processes vacation and other shift adjustments, in accordance with departmental manning procedures.
- Screens applications and interviews candidates to either make selection decisions or recommend individuals for hire.
- Trains new and continuing employees on departmental procedures and processes.
- Independently conduct performance evaluations, including communication with subordinates. Advise management on revising established performance standards or on setting new performance standards.
- Make recommendations for employee salary increases including merits and reclassifications.
- Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submits/recommends same to higher level management.
- Provides administrative support to the Department and/or Board, preparing agenda information and gathering background files for action items; prepares all necessary correspondence and follow-up actions.

- Prepares minutes of all meetings for approval.
- Posts meetings as required under Open Meeting Law.
- Maintains all office files and records; and coordinates use of Town Hall with the Town Clerk.
- Assists in the preparation of official document and correspondence to ensure accuracy and compliance with local and state laws and policies.
- Coordinates repair and maintenance of the office machines and ensures that department's supplies are ordered and kept up to date.
- Updates the department's or Board's webpage.
- Performs other related duties as required.

SPECIALIZED FUNCTIONS:

The functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Assists in the day-to-day management of the Council on Aging, including scheduling staff, attendance, and payroll
- Oversees room and event scheduling and organizes various programs
- Supervises Transportation Program including direct supervision of drivers, scheduling, dispatching, driver training, and vehicle maintenance
- Prepares the monthly Mobility Assistance Program Grant reports for Brocton Area Transit and monthly billing.
- Coordinates and supervises all aspects of the COA's volunteer program, including the screening and training of all volunteers
- Collects, maintains, and disseminates data needed for senior center operations and EOAE reports.
- Supervises "My Senior Center" (data collection software) including troubleshooting, upgrades, training staff to use software.
- Prepares data to be used for quarterly, annual reports for the town of Stoughton
- Assists Outreach Workers and Director in identifying, contacting, getting services for at-risk elders within the community
- Assist Director with program planning as well as interviewing and hiring of personnel
- In absence of Director, assumes the duties of Director

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Associate Degree and a minimum of three (3) years of experience or any equivalent combination of education, professional training and experience.

Bachelors Degree and one (1) year management experience preferred.

Knowledge, Ability, Skill

Knowledge: Thorough knowledge of business practices, records management, municipal procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. General knowledge of computers and electronic data

processing. Working knowledge of applicable office and financial software programs including TYLER/MUNIS software.

Ability: Ability to deal effectively and appropriately with the general public as well as town, state, and federal officials. Ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner. Ability to use a personal computer and related office software. Ability to work effectively under time constraints to meet deadline. Ability to work independently and manage multiple unrelated projects at one time. Ability to maintain highly confidential information. Ability to use advanced computer and word processing skills including Microsoft Word, Access, Excel, Publisher, Outlook; advanced database skills including creating and maintaining multiple databases and spreadsheets.

Physical Requirements

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN OF STOUGHTON

Sr. Clinical Social Worker

Department:	Youth Commission	Date:	September 2023
Reports to:	Human Services Director	Hours Worked:	35
FLSA Status:			

Statement of Duties

Senior Clinical Social Worker; assumes responsibilities of Director if they are unavailable
Oversees staff development, i.e. schedules trainings and workshops
Assists Director in developing policies and procedures
10-12 Clients (with an emphasis on Family Counseling)
Facilitates at least 2 groups
Maintains positive working relationships with all collateral contacts
Lead facilitator for the Strengthening Families Program
Supervises & evaluates MSW interns (including facilitating intern group as needed)
Maintains client files
Develops & maintains collaborative partnerships
Grant writing/ fund raising
Oversees/Performs utilization review
Sits on town committees as needed, participates in scheduled events
Chaperones trips during summer & school vacations
Oversees clinical paperwork development to meet maintain quality professional standards
Additional responsibilities as needed

Supervision

Works under the general supervision of the Director of Human Services

Recommended Minimum Qualifications

Education and Experience

Qualifications: Masters Degree in Social Work, or equivalent, 2 years supervisory experience, crisis management, thorough knowledge of social service agencies.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

Job Title: Substance Abuse Coordinator	Hours per week: 19 Hours (Flexible schedule)	FLSA Status: Non-Exempt
Reports to: Director of the Council on Aging	Department: Council on Aging	Grade: N/A
Created date: 01/29/13	Revised date: 01/29/13	Approved date: 01/29/13
Created by: COA	Revised by: HR	Approved by: HR

TOWN OF STOUGHTON

SUBSTANCE ABUSE COORDINATOR

Statement of Duties:

- The Substance Abuse Prevention (SAP) Coordinator will coordinate the daily operation of a Substance Abuse and Mental Health Services Administration (SAMHSA)-funded Drug Free Communities Grant.
- The Coordinator will facilitate coalition communication, data collection, research, and the distribution of materials to the community via media and other engagement opportunities
- The SAP Coordinator will lead the Coalition in mobilizing Stoughton towards a substance-free state through collaboration for youth-centered, community -oriented activities

Supervision

- Works under direct supervision of the Director of the Council on Aging/Youth Commission.
- Incumbent receives direct orders from the Director who indicates the general work to be performed and outlines the services to be provided.
- Employee exercises independent judgment and initiative in the coordination of the work

Job Environment

- Work is performed in the Senior Center and other sites.
- Incumbent is often expected to perform work while assisting.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates daily activities of coalition funded by Substance Abuse Prevention grant including activities, surveys and assessment
- Coordinates the Strengthening Families Program
- Serves as lead in identifying and evaluating existing policies within the community that address youth access to ATOD

- Collaborates with independent consultant for ongoing assessment and evaluation
- Coordinates trainings, events and provides support to coalition infrastructure
- Oversee federal reporting of outcome measures and annual reapplication
- Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

- Masters degree in Social Work, Public Health or Equivalent
- 3-5 years experience working in the human service field
- Grant writing, fiscal management
- Knowledge of substance abuse prevention strategies (Strategic Prevention Framework)
- Experience conducting research including data collection
- Community organizing experience working with diverse populations.

Special Requirements

- Attends trainings concerning local and national trends surrounding substance abuse prevention and policies
- Fulfillment of COA/YC training requirements, including CPR and First Aid certification.
- Satisfactory pre-employment physical exam, drug testing, and CORI check.

Knowledge, Ability, and Skill

Knowledge:

- Working knowledge and proficiency in Microsoft Programs including Word, Excel and Power Point
- Familiarity with statistical software

Ability:

- Ability to interact in a positive and effective manner with clients, employees, and the general public.
- Ability to communicate effectively.
- Ability to handle multiple tasks

Skill:

- Excellent public relations skills.
- Good judgment, and able to maintain effective staff and customer relations through courtesy, tact and sensitivity
- Excellent verbal, written and communication skills

Physical and Mental Requirements

- Minimum to moderate physical effort required.
- Physical demands may require occasional lifting of objects up to 50 pounds.
- Must be able to hear normal sounds and communicate orally.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN OF STOUGHTON
BILINGUAL OUTREACH WORKER

Department:	Council on Aging	Date:	3-6-2023
Reports to:	Director of Human Services	Hours Worked:	35
FLSA Status:			

Statement of Duties

- Contact Stoughton residents aged 60 and over or disabled and increase their awareness of Council On Aging activities and services and encourage their participation.
- Use professional expertise to interpret individual needs in a supportive, non-threatening environment.
- Assist elders with referrals to agencies and organizations that can provide appropriate services and maintain rapport with these agencies in order to enhance the working relation with the COA. Maintain contact until the referral process is completed and services are accessed.
- Establish ongoing relationship with those clients needing intervention on a long term basis.
- Refer seniors and the disabled to social agencies to access such programs as fuel assistance, food stamps, and other assistance programs for limited income individuals.
- Assist seniors and the disabled with application process when applying for the above services.
- Assist clients with medical appointments when necessary because of physical or mental impairment. *(Transportation is not to be provided by the Outreach Worker)*
- Report to the appropriate agencies the existence of abuse or other dangerous situations.
- Prepare reports of contacts and statistics on a monthly basis using My Senior Center data base.
- Safeguard the confidentiality and privacy of clients.

Supervision

Works under the general supervision of the Director of Human Services or her designee.

Recommended Minimum Qualifications

Minimum Qualifications

- Two or three years' experience working with the elderly.
- Knowledge of community resources available to meet the needs of the elderly and disabled.
- Sensitivity to the needs of the senior and disabled population.

- Good communication, social, interpersonal, and organizational skills.
- Ability to work independently.
- Fluency in Portuguese

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

RECEPTIONIST/COA ASSISTANT

Department:	Council on Aging	Date:	3-6-2023
Reports to:	Director of Human Services	Hours Worked:	Fulltime
FLSA Status:			

Statement of Duties

The Receptionist COA's position is responsible for handling monetary transactions at the window for Council on Aging activities. This position is also responsible for greeting people at the window, answering phone calls, and providing resources to said people. The cashier position will assist the Director/Assistant Director with administrative Assistance as needed.

Supervision

- Works under direct supervision of the Director of Human Services or his/her designee.
- Receives direct orders from the Director who indicates the general work to be performed and outlines the services to be provided.
- Receives work instructions on the job but also exercises independent judgement and initiative.

Job Environment

- Work is performed mainly in the Senior Center and is often performed work while assisting elderly and/or handicapped clients.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but are not limited to the following:

- Answer and route all telephone calls
- Conduct monetary transactions
- Balance and cash out cash register daily in a timely manner
- Use senior center software to meet needs of individuals and groups within the senior center
- Cross-trained to perform dispatch duties and other transportation related duties
- Administrative duties as needed
- Update COA web page
- Provide information and referrals as needed
- Assist the Assistant Director as needed in the day-to-day running of the front office
- Maintain bulletin boards in a timely manner
- Assist Activities Coordinator with events
- Participation in offsite events may be required

Education and Experience

- High School Degree or equivalent
- Minimum of two years of experience working with the public

Special Requirements

- Fulfillment of COA training requirements, including CPR and First Aid certification
- Satisfactory pre-employment physical exam, drug testing, and CORI check

Knowledge, Ability, and Skill**Knowledge:**

- Working knowledge and skill in the operation of computers (Word/Excel)
- Knowledge of existing social services helpful.

Ability:

- Ability to interact in a positive and effective manner with senior citizens, employees, and the general public
- Ability to communicate effectively
- Ability to execute oral and written instructions in a precise manner

Skill:

- Courtesy, tact and sensitivity to the elderly and people with disabilities
- Excellent employee relations and public relations skills and ability to handle multiple tasks

Physical and Mental Requirements

- Minimum to moderate physical effort required
- Physical demands may require occasional lifting of objects up to 50 pounds
- Must be able to hear normal sounds and communicate orally

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN OF STOUGHTON

COUNCIL ON AGING CDL VAN/BUS DRIVER

Department:	Council on Aging	Date:	3-6-2023
Reports to:	Council on Aging Program Director	Hours Worked:	Fulltime, Parttime, & Per Diem
FLSA Status:			

Statement of Duties

Operating COA van, minibus, and bus; picking up elderly and handicapped residents of the Town, transporting them to local area destinations, and returning them home; supporting the operations of the Council on Aging services; all other related work as required.

Supervision

Works under direct supervision of the Council on Aging Program Director and the Director of Human Services.

Incumbent receives direct orders from the Director who indicates the general work to be performed and outlines the transportation services to be provided.

While an employee receives work instructions on the job, employee exercises independent judgment and initiative in the provision of transportation service.

Job Environment

Work is performed mainly out-of-doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often climbing out of the van to assist elderly and handicapped.

Errors in judgement in the use of equipment in accordance with the established procedures could lead to danger of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operates vehicle according to the Massachusetts Registry of Motor Vehicle regulations, COA regulations, COA driving/bus policies, and in accordance with scheduling set by the Council on Aging, including but not limited to the keeping of daily records of mileage and gasoline.

Maintains the vehicle including its cleanliness at all times, makes sure that fuel supply is adequate, checks engine oil and transmission fluid routinely, makes sure that routine vehicle service schedules are conducted on a timely basis, and reports deficiencies/problems with the vehicle to supervisor.

Utilizes/operates mobile communication system.

Transports elderly and handicapped to programs at the Senior Center, meetings, and prearranged field trips, appointments, and other destinations as assigned. Assists passengers in getting on and off by opening the door and offering physical assistance to any passenger in need. Assists with packages.

Collects tickets/fees from passengers, keeps record of vehicle mileage , vehicle service schedules, fuel consumption, trip reports, etc.

Provides written and oral reports as required by the COA.

May be required to provide first aid, including CPR, to passengers.

May be asked to perform duties during off-duty hours, including when called from standby status for emergencies.

Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Degree or equivalent

Special Requirements

Possession of a Massachusetts CDL license and fulfillment of COA training requirements—including, CPR and First Aid certification, drug testing, satisfactory physical exam, wheelchair training, and other training classes as needed.

Clean driving record

Certification to operate lift equipment

CORI check required

Knowledge, Ability, and Skill

Knowledge

Working knowledge and skill in the operation and maintenance of COA vehicles. Working knowledge of occupational hazards and safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of passengers, knowledge of streets/roads of Stoughton and surrounding communities, so as to administer a cost effective transportation schedule. Knowledge of existing social services is helpful.

Ability

Ability to interact in a positive and effective manner with senior citizens, employees, and the general public.

Ability to communicate effectively.

Ability to execute oral and written instructions in a precise manner.

Ability to analyze the proper performance of a motor vehicle by following a preventative maintenance service schedule.

Skill

Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgement, motor operating skills, and able to maintain effective staff and customer relations through courtesy, tact, and sensitivity to the elderly and handicapped customers.

Physical and Mental Requirements

Minimum to moderate physical effort required in connection with the operation and maintenance of department equipment.

Physical demands may require occasional lifting of objects up to 50 pounds; Must be able to access pick up and drop off sites.

Traffic congestion could be stressful, and the incumbent must use caution while driving, particularly during inclement weather.

There is likely to be a great deal of both walking and remaining in a stationary position, as well as conversing.

Must be able to hear normal sounds and communicate orally.

Specific vision requirements are as covered under the Massachusetts law for CDL driver's license.

The use of equipment can often be conducted in hazardous conditions, and employees must be watchful at all times for potential safety hazards.

May need to push a person in a wheelchair up a handicap accessible ramp.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

Community Health Nurse

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Public Health Clinical Manager	Hours per week:	35
FLSA Status:			

Statement of Duties

Provides nursing services in the home, consistent with professional standards and agency policies. Participates in the development of agency policies and programs necessary to achieve agency objectives as related to patient care. He/She demonstrates understanding of the agency mission, policies and procedures set forth by and practiced by the agency and reports directly to the agency's Clinical Manager. The nurse will also provide professional leadership in the provision of nursing services necessary to support, maintain and implement the home care program based on client need.

Supervision

Works under the general supervision of the Stoughton Public Health Association's Clinical Manager, and adheres to the nursing practice as set forth by the State Nurse Practice Act, and to CMS regulations

Job Environment:

The work environment will mostly be conducted in a patient's home setting. Local travel throughout the agency's service area will be required, as well traveling to any required meetings and conferences.

Essential functions

- Explains philosophy, purpose, scope, and role of home care services to patient and family
- Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing comprehensive plan of care consistent with professional standards and agency policy
- Develops and maintains a written plan of care with goals and nursing interventions based on needs identified in the assessment, utilizing home care services and community services. Verbally communicates the plan of care to all care providers.
- Implements the plan of care under the direction of the primary care physician
- Provides direct nursing care according to agency policies and procedures
- Maintains an accurate, current treatment plan on each patient; documents treatments the day the services(s) is/are rendered
- Evaluates the plan of care on a regular basis and as necessary to meet the changing needs of the home care patient and caregiver
- Completes OASIS documentation for every patient, as described by the Conditions of Participation
- Develop, update, and supervise the HHA Plan of Care
- Supervises home health aides in their patient care responsibilities
- Provides consultation, instruction, and in-service education to other members of the health team, where appropriate
- Involves patient, caregiver, and their significant others in developing, interpreting, and carrying out the care plan.

- Consults with the Clinical Manager in areas of clinical and/or reimbursement issues.
- Provides patient/family with information on appropriate community resources and assists in the referral process, when appropriate
- Available to attend case conferences, staff meetings and in-services, as needed
- May supervise one or more professional nurses, licensed practical nurses, home health aides, nursing students, and volunteers
- Other duties as assigned

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but not limited to the following:

Recommended Minimum Qualifications

Education and Experience

- Currently licensed to practice as a Registered Nurse in the State of Massachusetts
- At least one years of clinical experience as a Registered Nurse, one year in home care preferred (within the past 3 years)
- CPR certification (preferred)
- Negative TB Test per agency protocol
- Valid Massachusetts Driver's license
- CORI check required

Special Requirements

Knowledge, Ability and Skill

Knowledge

- Training in current OASIS
- Knowledge of Medicare Conditions of Participation

Ability

- Ability to communicate effectively orally and in writing
- Ability to prepare written reports and develop projects

Skill

- Excellent clinical assessment skills
- Basic computer skills
- Able to effectively communicate with staff and provide trainings

Physical and Mental Requirements

- Must be able to stand/walk a minimum of 6 hours per 8-hour work day
- Frequent bending to level of standard bed to be able to perform home exercise program, transfers
- Occasional transfer and/or lifting 100-pound patient without assistance and 100+ 200 pound patient with assistance.
- Frequent entering and exiting of automobiles with driving average of 50 miles/day

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

Physical Therapist

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Public Health Clinical Manager	Hours per week:	Per Diem
FLSA Status:			

Statement of Duties

Provides skilled physical therapy services in the home, consistent with professional standards and agency policies. Participates in the development of agency policies and programs necessary to achieve agency objectives as related to patient care. He/She demonstrates understanding of the agency mission, policies and procedures set forth by and practiced by the agency reports directly to the agency's Clinical Manager.

Supervision

Works under the general supervision of the Stoughton Public Health Association's Clinical Manager, and adheres to the standards of Physical Therapy practice set forth by the State Physical Therapy Practice Act, and to CMS regulations

Job Environment:

The work environment will mostly be conducted in a patient's home setting. Local travel throughout the agency's service area will be required, as well traveling to any required meetings and conferences.

Essential functions

- Explains philosophy, purpose, scope, and role of home care services to patient and family
- Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing comprehensive plan of care consistent with professional standards and agency policy
- Develops and maintains a written plan of care with goals and physical therapy interventions based on needs identified in the assessment, utilizing home care services and community services. Verbally communicates the plan of care to all care providers.
- Assessment of patient's level of functioning and implements a comprehensive plan of treatment under the attending physician
- Provides direct physical therapy treatments according to agency policies and procedures
- Maintains an accurate, current treatment plan on each patient; documents treatments the day the services(s) is/are rendered
- Supervises home health aides participating in the PT treatment program
- Provides consultation, instruction, and in-service education to other members of the health team
- Consults with the Clinical Manager in areas of clinical and/or reimbursement issues.
- Provides patient/family with information on appropriate community resources and assists in the referral process, when appropriate
- Available to attend case conferences, staff meetings and in-services, as needed
- Instructs the family/significant other in the patients total physical therapy program
- Supervises Physical Therapy Assistant every 2 weeks with established care plan.

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but not limited to the following:

Recommended Minimum Qualifications

Education and Experience

- Currently licensed to practice physical therapy in the State of Massachusetts
- At least two years of clinical experience as licensed Physical Therapist, one year in home care preferred
- Valid Massachusetts Driver's license
- CORI check required

Special Requirements

Knowledge, Ability and Skill

Knowledge

- Training in current OASIS
- Knowledge of Medicare Conditions of Participation

Ability

- Ability to communicate effectively orally and in writing
- Ability to prepare written reports and develop projects

Skill

- Excellent clinical assessment skills
- Basic computer skills
- Able to effectively communicate with staff and provide trainings

Physical and Mental Requirements

- Must be able to stand/walk a minimum of 6 hours per 8-hour work day
- Frequent bending to level of standard bed to be able to perform home exercise program, transfers
- Occasional transfer and/or lifting 100-pound patient without assistance and 100+ -200 pound patient with assistance.
- Frequent entering and exiting of automobiles with driving average of 50 miles/day

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

Quality Improvement Manager

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Director of Public Health	Hours per week:	37.5
FLSA Status:			

Statement of Duties

The QI Manager ensures the quality and safe delivery of home health care services and is responsible for the overall compliance of the home care agency with State and Federal guidelines. He/She reports directly to the agency's Administrative Director.

Supervision

Works under the general supervision of the Stoughton Public Health Association's Administrative Director. He/She performs a variety of responsible duties to develop, promote, and evaluate quality improvement activities. These activities will be designed to educate staff, patients, and patient families to promote and achieve quality patient outcomes. Performance Improvement activities will be evaluated quarterly, and will be in compliance with state and federal guidelines. The QI Manager will be responsible to ensure operational effectiveness and efficiency through home care data reports and case conferences with clinicians.

Job Environment:

The work environment will mostly be conducted in an office setting. Some travel may be required to attend meetings and conferences. Operates standard office equipment. Has access to confidential patient records.

Essential functions

- Responsible for the Performance Improvement Activities to ensure operational effectiveness and efficiency
- Monitors performance improvement activities to ensure that desired outcomes are evaluated, maintained
- Develops goals and objectives for the department consistent with the agency's philosophy, scope of care and services
- Prepares quarterly summaries regarding QI studies
- Updates the Performance Improvement activities on an annual basis and as needed to ensure compliance to state, federal, agency and voluntary accrediting organization requirements
- Prepares an annual report of overall agency quality improvement activities and recommendations for change
- Organizes agency data into a systemic clinical information system which facilitates patient management and planning, and promotes efficiency of home health care personnel.
- Promotes quality improvement education for home health care staff members
- Involves home health agency staff members in the quality improvement activities whenever possible.
- Promotes quality improvement education for patients, patient families, and the community
- reviews required documentation for accurate, complete and timely submission.

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but not limited to the following:

Recommended Minimum Qualifications

Education and Experience

- Active Registered Nurse in the State of Massachusetts in good standing
- At least two years of clinical experience, with at least one year in a medicare home health agency or institutional setting
- Valid Massachusetts Driver's license
- CORI check required

Special Requirements

Knowledge, Ability and Skill

Knowledge

- Training in current OASIS (Prefer Certification)
- Knowledge of Medicare Conditions of Participation
- ICD Coding knowledge

Ability

- Ability to communicate effectively orally and in writing
- Ability to prepare written reports and develop projects

Skill

- Excellent clinical assessment skills
- Basic computer skills
- Able to effectively communicate with staff and provide trainings

Physical and Mental Requirements

- Minimal physical effort required to perform functions under typical office conditions
- Occasionally may be required to lift objects up to 30 pounds
- Visual/Hearing ability sufficient to comprehend written/verbal communication
- Able to effectively deal with stress

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

Occupational Therapist

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Public Health Clinical Manager	Hours per week:	Per Diem
FLSA Status:			

Statement of Duties

Provides skilled occupational therapy services in the home, consistent with professional standards and agency policies. Participates in the development of agency policies and programs necessary to achieve agency objectives as related to patient care. He/She demonstrates understanding of the agency mission, policies and procedures set forth by and practiced by the agency reports directly to the agency's Clinical Manager.

Supervision

Works under the general supervision of the Stoughton Public Health Association's Clinical Manager, and adheres to the standards of Occupational Therapy practice set forth by the State Occupational Therapy Practice Act, and to CMS regulations

Job Environment:

The work environment will mostly be conducted in a patient's home setting. Local travel throughout the agency's service area will be required, as well traveling to any required meetings and conferences.

Essential functions

- Explains philosophy, purpose, scope, and role of home care services to patient and family
- Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing comprehensive plan of care consistent with professional standards and agency policy
- Develops and maintains a written plan of care with goals and occupational therapy interventions based on needs identified in the assessment, utilizing home care services and community services. Verbally communicates the plan of care to all care providers.
- Assessment of patient's level of functioning and implements a comprehensive plan of treatment under the attending physician
- Provides direct occupational therapy treatments according to agency policies and procedures
- Maintains an accurate, current treatment plan on each patient; documents treatments the day the services(s) is/are rendered
- Supervises home health aides participating in the OT treatment program
- Provides consultation, instruction, and in-service education to other members of the health team
- Consults with the Clinical Manager in areas of clinical and/or reimbursement issues.
- Provides patient/family with information on appropriate community resources and assists in the referral process, when appropriate
- Available to attend case conferences, staff meetings and in-services, as needed
- Instructs the family/significant other in the patients total physical therapy program
- Supervises Occupational Therapy Assistant every 2 weeks with established care plan.

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but not limited to the following:

Recommended Minimum Qualifications

Education and Experience

- Currently licensed to practice Occupational Therapy in the State of Massachusetts
- At least two years of clinical experience as licensed Occupational Therapist, one year in home care preferred
- Valid Massachusetts Driver's license
- CORI check required

Special Requirements

Knowledge, Ability and Skill

Knowledge

- Training in current OASIS
- Knowledge of Medicare Conditions of Participation

Ability

- Ability to communicate effectively orally and in writing
- Ability to prepare written reports and develop projects

Skill

- Excellent clinical assessment skills
- Basic computer skills
- Able to effectively communicate with staff and provide trainings

Physical and Mental Requirements

- Must be able to stand/walk a minimum of 6 hours per 8-hour work day
- Frequent bending to level of standard bed to be able to perform home exercise program, transfers
- Occasional transfer and/or lifting 100-pound patient without assistance and 100+ -200 pound patient with assistance.
- Frequent entering and exiting of automobiles with driving average of 50 miles/day

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

TOWN OF STOUGHTON

Speech/Language Pathologist

Department:	Public Health/VNA	Date:	September 2023
Reports to:	Public Health Clinical Manager	Hours per week:	Per Diem
FLSA Status:			

Statement of Duties

Provides skilled speech therapy services in the home, consistent with professional standards and agency policies. Participates in the development of agency policies and programs necessary to achieve agency objectives as related to patient care. He/She demonstrates understanding of the agency mission, policies and procedures set forth by and practiced by the agency reports directly to the agency's Clinical Manager.

Supervision

Works under the general supervision of the Stoughton Public Health Association's Clinical Manager, and adheres to the standards of Physical Therapy practice set forth by the State Speech/Language Therapy Practice Act, and to CMS regulations

Job Environment:

The work environment will mostly be conducted in a patient's home setting. Local travel throughout the agency's service area will be required, as well traveling to any required meetings and conferences.

Essential functions

- Explains philosophy, purpose, scope, and role of home care services to patient and family
- Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing comprehensive plan of care consistent with professional standards and agency policy
- Develops and maintains a written plan of care with goals and speech/language therapy interventions based on needs identified in the assessment, utilizing home care services and community services. Verbally communicates the plan of care to all care providers.
- Assessment of patient's level of communication and implements a comprehensive plan of treatment under the attending physician
- Provides direct speech therapy treatments according to agency policies and procedures
- Maintains an accurate, current treatment plan on each patient; documents treatments the day the services(s) is/are rendered
- Supervises home health aides participating in the ST treatment program
- Provides consultation, instruction, and in-service education to other members of the health team
- Consults with the Clinical Manager in areas of clinical and/or reimbursement issues.
- Provides patient/family with information on appropriate community resources and assists in the referral process, when appropriate
- Available to attend case conferences, staff meetings and in-services, as needed
- Instructs the family/significant other in the patient's total speech therapy program

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Include but not limited to the following:

Recommended Minimum Qualifications

Education and Experience

- Currently licensed to practice Speech Pathology in the State of Massachusetts
- Must be a person with a master's or doctoral degree in SLP
- At least two years of clinical experience as licensed Speech Therapist, one year in home care preferred
- Valid Massachusetts Driver's license
- CORI check required

Special Requirements

Knowledge, Ability and Skill

Knowledge

- Training in current OASIS
- Knowledge of Medicare Conditions of Participation

Ability

- Ability to communicate effectively orally and in writing
- Ability to prepare written reports and develop projects

Skill

- Excellent clinical assessment skills
- Basic computer skills
- Able to effectively communicate with staff and provide trainings

Physical and Mental Requirements

- Must be able to stand/walk a minimum of 6 hours per 8-hour work day
- Frequent bending to level of standard bed to be able to perform home exercise program, transfers
- Occasional transfer and/or lifting 100-pound patient without assistance and 100+ -200 pound patient with assistance.
- Frequent entering and exiting of automobiles with driving average of 50 miles/day

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

File Name

POLICY:	Job Description – Billing Manager
REGULATION:	HR.1, LD.10

DEFINITION

Directly responsible for billing all claims and protection of the patient's PHI.

DEPARTMENT Clinical Services

SUPERVISOR Director

QUALIFICATIONS

1. Minimum of high school diploma.
2. Knowledge of Medicare Guidelines and Medicare billing regulations.
3. Minimum of 5 years experience in home health care and OASIS and billing
4. Good computer and communication skills.
5. Must have the ability to problem solve, multi-task, and be organized.

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Visual/hearing ability sufficient to comprehend written/verbal communication.
3. Requires frequent bending, stooping, and stretching.
4. Ability to sit for 5-6 hours per day.
5. Must be able to stand/walk 2-3 hours per day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Starts the intake process on all patients referred to the agency and notify the Charge nurse for assignment of case manager on a daily basis.					
Check Medicare system for eligibility on all referrals working knowledge of FISS system					
Oversee the process of entering all day sheets, contract invoices and supplies					
Send all Medicare billing claims electronically, both RAPS and Final claims					
Bills all Medicaid, commercial, veterans, workers compensation claims within mandated timelines.					
Make deposits for all monies received from treasurer, forwards all monies received in check form to treasurer for deposit. Gives copy of all deposits to Director					
Accounts receivable post all payments made electronically from Remittance advice from Medicare. Post all payments in software system from all other payor sources.					
Responsible for all preparation of payroll on a biweekly basis for submission to treasurer department.					
Responsible for preparation of the quarterly Credit Balance Report as required by Medicare					
Responsible for tracking staff mileage and preparation of voucher to be submitted for payment					
Active participation in all in-services and training for software system.					
Run reports as requested by Director for Financial tracking and billing.					
Assist the Director /Alternate Administrator as need with all Cost Reports statistics					
Assist the Director /Alternate Administrator as need with all fiscal year end reports.					
Informs Director of outstanding work on a daily basis.					
Provides written requests to Director for all system and personnel changes.					
Attends meetings as required.					
Trains staff to cover in his/her absence.					

Answers the phone as necessary					
Troubleshoots all billing issues					
Participates in in-services as needed to stay current with regulatory requirements for billing					
Ability to check exclusion list in the Office of Inspector General					
Oversees that all billing audits are completed prior to billing.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Billing Manager and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description – Community Liaison
REGULATION:	

DEFINITION

The Community Liaison is responsible for communicating the role of the agency to the community including: physicians and physician groups, community associations, senior groups, ethnic clubs, churches and other individual and groups.

DEPARTMENT Clinical Services
SUPERVISOR Clinical Supervisor

QUALIFICATIONS

1. Health related science or equivalent.
2. Excellent interpersonal, team, organizational, communications and presentation skills.
3. Experience relevant in health care, medical social work and/or community outreach
4. Experience in working with family systems in a community setting.
5. Knowledge of community resources.
6. Experience individuals with insurance questions assisting with completion of forms.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile liability insurance concurrent with required limits described by the agency's non-owned automobile policy.
4. Annual tuberculin skin test.

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed/chair.
3. Frequent entering and exiting of automobiles with driving average of 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Maintain an ongoing knowledge base of local area service and community based resources and guidelines					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Coordinates and performs duties of marketing and communicating the role of the agency.					
Coordination of community and professional presentations					
Coordinates community outreach and plans community health fairs and events					
Builds internal and external relationships the community including: physicians and physician groups, community associations, senior groups, ethnic clubs, churches and other individual and groups.					
Wellness visits in the community to frail or high risk individuals to share information on available community resources.					
Provides information about community health and other referral services.					
Assist patient and/or family with applications for financial assistance (Medicare, Medicaid, Social Security).					
Mentors staff regarding available community resources and updated information about changes in resources.					
Coordinates targeting mailings.					
Continue education through attendance at workshops, conferences, or courses appropriate to practice.					
Other duties as assigned.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Medical Social Worker and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description – Clinical Manager
REGULATION:	42 CFR 484.14 (c), 42 CFR 484.4, 484.105 HR.1, LD.10.1

DEFINITION

The Clinical Manager is a qualified individual that must provide oversight of all patient care services and personnel. This role may be held in conjunction with another agency position as designated by the Administrator

DEPARTMENT Administration

SUPERVISOR Administrator

QUALIFICATIONS

1. Minimum of two years experience in Health Services Administration and at least one year of supervisory or administrative experience in home care or related health program.
2. Analytical abilities sufficient to make decisions relating to complex problem situations and develop long range plans.

AGENCY REQUIREMENTS

1. TB test as per the agency protocol

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Ability to sit 5-6 hours per day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

The Clinical Manager's duties include:

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adherence to all applicable federal, state and local regulations, legislation and policy as well as adherence to Corporate policies and procedures.					
Making patient and personnel assignments					
Coordinates patient care					
Coordinates patient care referrals.					
Assures that patient needs are continually assessed					
Assuring the development, implementation, and updates of the individualized plan of care.					
Keeps abreast of and participates in the development of state and national Home Healthcare regulations, legislation and policy.					
Attends meetings relevant to development of the agency.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
OTHER:					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Alternate Administrator and agree to adhere to it at all times.

Employee Signature

Date

Administrator

Date

POLICY:	Job Description – Assistant Administrator
REGULATION:	42 CFR 484.14 (c), 42 CFR 484.4, HR.1, LD.10.1

DEFINITION

The Assistant Administrator is responsible for the overall functioning of the agency in the absence of the Administrator. Directly responsible to the Administrator. The Assistant Administrator, if designated by the Administrator, will also serve as the agency's Clinical Manager, providing oversight of all patient care and services

DEPARTMENT Administration

SUPERVISOR Administrator

QUALIFICATIONS

1. Minimum of two years experience in Health Services Administration and at least one year of supervisory or administrative experience in home care or related health program.
2. Analytical abilities sufficient to make decisions relating to complex problem situations and develop long range plans.

AGENCY REQUIREMENTS

1. TB test as per the agency protocol

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Ability to sit 5-6 hours per day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The Assistant Administrator will assist with or in the absence of the Administrator perform:

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adherence to all applicable federal, state and local regulations, legislation and policy as well as adherence to Corporate policies and procedures.					
Develops, implements and regularly evaluates the policies and procedures for the total home health operation.					
Performs (or supervises performance of) all fiscal and administrative aspects of the agency.					
Informs governing body of agency's operations.					
Participates in strategic planning activities.					
Directs and implements the agency's marketing, and public relations activities with community agencies and resources.					
Establishes an organizational structure organizing daily administrative functions and re-evaluating the structure as necessary.					
Keeps abreast of and participates in the development of state and national Home Healthcare regulations, legislation and policy.					
Reviews and updates agency's goals and objectives and oversees the preparation of the annual report.					
Implements quality assurance mechanism to access the overall agency program.					
Explores sources of third-party reimbursement for Home Healthcare services.					
Prepares and recommends for approval the agency's annual operating and capital budget.					
Negotiates and implements contractual arrangements with other organizations.					
Directs the activities of performance appraisal.					
Approves employment decisions made by the Clinical Manager.					
Acts as liaison to Board of Directors and its committees.					
Acts as liaison between the governing body, Professional Advisory Committee, medical community and agency staff.					
Acts as a liaison with community agencies and resources.					
Attends meetings relevant to development of the agency.					
Designates an alternate to act in his/her absence.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
OTHER:					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Alternate Administrator and agree to adhere to it at all times.

Employee Signature

Date

Administrator

Date

POLICY:	Job Description - Quality Improvement (QI) Manager
REGULATION:	HR.1, LD.10

DEFINITION

The QI Manager ensures the quality and safe delivery of home health care services, and is responsible for the overall compliance of the Agency with State and Federal guidelines. He/She reports directly to the Administrator

DEPARTMENT Clinical Services

SUPERVISOR Administrator

QUALIFICATIONS

1. Must be a registered nurse in good standing in the State of Massachusetts
2. Must have at least one year experience in a Medicare home health agency or institutional setting, as well as two years of clinical experience
3. Experience in developing, implementing, and evaluating quality improvement programs and activities in home health care settings preferred
4. Excellent verbal and written communication skills required.
5. Excellent administrative, organizational, and leadership skills required.
6. Basic computer skills are required
7. Good understanding of ICD diagnosis coding

PHYSICAL REQUIREMENTS

1. Frequent bending, stooping and stretching.
2. Visual/hearing ability sufficient to comprehend written/verbal communication.
3. Ability to deal effectively with stress.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Responsible for the Performance Improvement Activities to ensure operational effectiveness and efficiency.					
Monitors performance improvement activities to ensure that desired outcomes are evaluated, maintained.					
Develops goals and objectives for the department consistent with the agency's philosophy, scope of care and services.					
Prepares quarterly summaries regarding QI studies.					
Updates the Performance Improvement activities on an annual basis and as needed to ensure compliance to state, federal, agency and voluntary accrediting organization requirements.					
Prepares an annual report of overall agency quality improvement activities and recommendations for change					
Organizes agency data into a systematic clinical information system which facilitates patient management and planning, and promotes efficiency of home health care personnel.					
Promotes quality improvement education for home health care staff members.					
Involves home health agency staff members in the quality improvement activities whenever possible.					
Promotes quality improvement education for patients, patient families, and the community.					
Reviews required documentation for accurate, complete and timely submission.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Other:					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Quality Improvement Manager and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description - Community Health Nurse
REGULATIONS:	42 CFR 484.4, HR.1, LD.10

DEFINITION

A nurse who provides professional leadership in the provision of nursing services necessary to support, maintain and implement the home care program in an assigned area, based on client need.

DEPARTMENT Clinical Services
SUPERVISOR Administrator

QUALIFICATIONS

1. Current license to practice as a registered nurse in the Commonwealth of Massachusetts.
2. At least one year experience in home health care or at least one year of nursing experience (within the past three years).
3. Maintenance of optimal nursing practice through continuous professional growth and development.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile with current liability insurance coverage.
4. CPR certification. (preferred)
5. Negative Tb test per agency protocol

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 7 hours per 8 hour working day.
2. Must be able to stoop/bend to level of standard bed/chair.
3. Must be able to lift, turn, transfer patient weighing up to 200 pounds.
4. Must be able to carry bundles weighing up to 10 pounds upstairs.
5. Must be able to read 12 point type
6. Frequent entering and exiting of automobiles with driving average of 10 to 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adheres to standards of nursing practice as set forth by the State Nurse Practice Act.					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Completes OASIS documentation for every patient, as described by the Conditions of Participation, at appropriate time points.					
Develops and maintains a written plan of care with goals and nursing actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers.					
Completes patient/family documentation within 24 hours of visit, per agency policy.					
Implements the plan of care under the direction of the attending physician.					
Provides direct nursing care according to agency policies and procedures.					
Evaluates the plan of care on a regular basis and as necessary to meet the changing needs of the home care patient and caregiver.					
Develop, update and supervise the HHA/Personal care aide Plan of Care					
Supervises home health aides in performance of their patient care responsibilities.					
Involves patient, caregiver and their significant others in developing, interpreting and carrying out care plan.					
Provides consultation, instruction and in-service education to other members of the health team, where appropriate.					
Consults with Clinical Manager in areas of clinical (i.e. need for PT, OT, ST, MSW, HHA) and/or reimbursement issues.					
May supervise one or more professional nurses, licensed practical nurses, home health aides and volunteers.					
Other duties as assigned.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
OTHER:					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Community Health Nurse and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description - On-Call Community Health Nurse
REGULATION:	42 CFR 484.4, HR.1, LD.10

DEFINITION

A nurse who provides professional leadership in the provision of nursing services necessary to support, maintain and implement the home care program in an assigned area. Available to meet patient/family needs and ensure a continuance of care from 4:30 p.m. to 8:30 a.m. Monday through Wednesday. Thursday 6:30 p.m. - 8:30 a.m.; Friday 4:30 p.m. - 8:30 a.m.; Saturday 8:30 p.m. - 8:30 a.m. (Sun); Sunday 8:30 a.m. - 8:30 am. (Mon). Twenty four hour on call coverage for weekends and holidays.

DEPARTMENT Clinical Services
SUPERVISOR Administrator

QUALIFICATIONS

1. Licensed currently to practice as a Registered Nurse in the Commonwealth of Massachusetts.
2. At least one year experience in home health care or at least one year of nursing experience (within the past 3 years).
3. Maintenance of optimal nursing practice through continuous professional growth and development.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Negative TB test per protocol

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed to perform procedures such as dressing changes, catheterizations, transfers, home exercise programs.
3. Occasional transfer and/or lifting of 100 pound patient without assistance and 100+ - 200 pound patient with assistance.
4. Frequent entering and exiting of automobiles with driving average of 10-50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Available to receive report from individual primary home care nurse who is responsible for reporting change in patient/family status to on-call nurse.					
Available to visit patient/family 5:00 p.m. - 9:00 a.m., weekends and holidays, as directed by Clinical Manager.					
Monitor and accepts calls from patient/family and makes home/hospital visits based upon need/protocols.					
Reports to Clinical Manager or designee prior to going off call.					
Adheres to standards of nursing practice as set forth by the state Nurse Practice Act.					
Demonstrates understanding of the mission, policies and procedures as set forth and practiced by the agency.					
Explains mission, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of patients and coordinates with the physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Develops and maintains a written plan of care with goals and nursing actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers. Completes patient/family documentation in a timely manner per agency policy.					
Evaluates the plan of care on a regular basis and as necessary to meet the changing needs of the home care patient and caregiver.					
Provides direct nursing care according to agency policies and procedures.					
Supervises home health aides in performance of their patient care responsibilities.					
Involves patient and his significant others in developing and carrying out care plan.					
Provides consultation, instruction and in-service education to other members of the health team, where appropriate.					
Consults with Clinical Manager in areas of clinical and/or reimbursement issues.					
Provides patient/family with information on appropriate community resources and assists in referral process, when appropriate.					
Other duties as assigned.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for On-call Community Health Nurse and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description - Physical Therapist
REGULATION:	42 CFR 484.32, HR.1, LD.10

DEFINITION

Provides skilled physical therapy services in the home, consistent with professional standards and agency policies. Participates in the development of agency policies and programs necessary to achieve agency objectives as related to patient care.

DEPARTMENT Clinical Services
SUPERVISOR Clinical Manager

QUALIFICATIONS

1. Certificate of clinical competence as a physical therapist.
2. Currently licensed to practice physical therapy in the Commonwealth of Massachusetts.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile liability insurance concurrent with required limits described by the agency's non-owned automobile policy.
4. Negative TB test per agency protocol

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed to perform procedures such as dressing changes, catheterizations, transfers, home exercise programs.
3. Occasional transfer and/or lifting of 100 pound patient without assistance and 100+ - 200 pound patient with assistance.
4. Frequent entering and exiting of automobiles with driving average of 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adheres to standards of Physical Therapy practice set forth by the State Physical Therapy Practice Act.					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Develops and maintains a written plan of care with goals and Physical Therapy actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers. Completes patient/family documentation in a timely manner per agency policies.					
Assessment of patient's level of functioning and implements a comprehensive plan of treatment under the attending physician.					
Provides direct physical therapy treatments according to agency policies and procedures.					
Maintains an accurate, current treatment plan on each patient; documents treatments the day the service(s) is/are rendered.					
Supervises home health aides participating in the P.. treatment program.					
Provides consultation, instruction, and inservice education to other members of the health team.					
Instructs the family/significant other in the patient's total physical therapy program.					
Consults with the Clinical Manager in areas of clinical and/or reimbursement issues.					
Provides patient/family with information on appropriate community resources and assists in the referral process, when appropriate.					
Available to attend case conferences, staff meetings and inservices, as needed.					
Supervises Physical Therapy Assistant q 2 wks with established care plan					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Physical Therapist and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description – Physical Therapy Assistant
REGULATION:	HR-47

The Physical Therapy Assistant assists in the implementation of the rehabilitative plan of care under the direction and supervision of a qualified Physical Therapist.

Qualifications:

- Graduate of a Physical Therapy Assistant program approved by the American Physical Therapy Association
- Registration or certification in the state
- One (1) year of experience in a health care setting
 - Negative TB test per agency protocol

Responsibilities:

- Under the supervision of the Physical Therapist, assists in evaluation and development of the rehabilitative plan of care and in periodic re-evaluation as indicated
- Submits daily visit sheets and Agency day sheets within 24 hours of the patient visit
- As directed, performs routine strengthening and therapeutic exercises
- Assists in teaching exercise programs to client and family
- Consults with the therapist regarding the outcome of home visits and reports physical findings in written form
- Assists client in use of self-help devices
- Participates in therapy and other in-service programs
- Attends rehabilitation department staff meetings and case conferences
- Assumes duties deemed appropriate and necessary by supervising physical therapist
- Writes daily progress notes on clients, and submits same no less of ten than weekly, and prepares periodic summary reports as indicated

- Communicates effectively with all those providing care
- Confirms, on a weekly basis, the scheduling of visits with the Supervisor/DON to coordinate necessary visits with other personnel
- Notifies agency of absences due to illness, emergency leave, normal vacation periods, or special professional meetings which will affect agreed services with the agency
- Must have a car with required insurance coverage and a State Organizational Relationship
- Reports directly to the licensed Physical Therapist and DON

Functional Abilities:

- Must be able to read 12 point or larger
- Must be able to hear and speak in a manner understood by most people
- Must be able to stoop and bend
- Must be able to lift and carry effectively so as to be able to perform the above listed functions
- Must be able to travel to prospective client's residences

Approved Policy Committee –June 6, 2002
Updated 5/14/2012

HR-47

POLICY:	Job Description - Occupational Therapist
REGULATION:	42 CFR 484.4, 484.32, HR.1, LD.10

DEFINITION

Provides skilled occupational therapy services in the home, consistent with professional standards and agency policies. Participates with other personnel in the development of agency policies and programs necessary to achieve agency objectives as related to patient care.

DEPARTMENT Clinical Services

SUPERVISOR Clinical Manager

QUALIFICATIONS

1. Current licensure as an occupational therapist in the Commonwealth of Massachusetts.
2. Maintains National Registrations.
3. Negative TB test per protocol

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile liability insurance concurrent with required limits described by the agency's non-owned automobile policy.

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed to perform procedures such as dressing changes, catheterizations, transfers, home exercise programs.
3. Occasional transfer and/or lifting of 100 pound patient without assistance and 100+ - 200 pound patient with assistance.
4. Frequent entering and exiting of automobiles with driving average of 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adheres to standards of Occupational Therapy practice set forth by the State Occupational Therapy Practice Act.					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of patient and coordinates with the physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Develops and maintains a written plan of care with goals and Occupational Therapy actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers. Completes patient/family documentation in a timely manner per agency policies.					
Assess the level of functioning of patients and implements a comprehensive plan of treatment under the direction of the attending physician.					
Provides direct occupational therapy treatment according to agency policies and procedures.					
Maintains a current treatment plan and accurate records on each patient and documents treatment the day the service is rendered.					
Supervises home health aides, when necessary.					
Provides consultation, instruction and inservice education to other members of the health team.					
Instructs the family in the patient's total occupational therapy program.					
Available to attend case conferences, staff meetings and inservices, as needed.					
Other duties as assigned.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Occupational Therapist and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description - Speech/Language Pathologist
REGULATION:	42 CFR 484.115

DEFINITION

Provides skilled speech therapy services in the home, consistent with professional standards and agency policies. Participates in the development of policies and programs necessary to achieve objectives as related to patient care.

DEPARTMENT Clinical Services

SUPERVISOR Clinical Manager

QUALIFICATIONS

1. A person with a master's or doctoral degree in SLP and either is licensed as an SLP or in a State where not licensed, successful completion of 350 hours of supervised clinical practicum or is in process of accumulating clinical experience and completed not less than 9 months of full time SLP after master's or doctoral degree in SLP or related field, and successfully completed a national exam in SLP approved by the Secretary of DHHS
2. Currently licensed to practice speech pathology in the Commonwealth of Massachusetts.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile liability insurance concurrent with required limits described by the agency's non-owned automobile policy.
4. Negative TB test per agency protocol

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed to perform procedures such as dressing changes, catheterizations, transfers, home exercise programs.
3. Occasional transfer and/or lifting of 100 pound patient without assistance and 100+ - 200 pound patient with assistance.
4. Frequent entering and exiting of automobiles with driving average of 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adheres to standards of nursing practice as set forth by the State Speech/Language Therapy Practice Act.					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of patient and coordinates with physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Develops and maintains a written plan of care with goals and Speech/Language Therapy actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers. Completes patient/family documentation in a timely manner per agency policies.					
Assess the level of communication of patients and implements a comprehensive plan of treatment under the direction of the attending physician.					
Provides direct speech therapy treatments according to agency policies and procedures.					
Maintains a current treatment plan and accurate records on each patient; and documents treatment the day the service is rendered.					
Supervises home health aides in the S.T. program.					
Provides consultation, instruction and inservice education to other members of the health team.					
Instructs the family in the patient's total speech therapy program.					
Available to attend case conferences, staff meetings and inservice, as needed.					
Other duties as assigned					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Speech Language Pathologist and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description - Medical Social Worker
REGULATION:	42 CFR 484.115

DEFINITION

The Medical Social Worker is responsible for assessing the psychosocial dynamics which influence a patient and his/her family's ability to cope with an illness in the home. The Medical Social Worker is responsible for planning, implementing and evaluating social work services to patients in their homes.

DEPARTMENT Clinical Services
SUPERVISOR Clinical Supervisor

QUALIFICATIONS

1. Master's Degree in Social Work (M.S.W.) from a fully accredited school of Social Work.
2. Licensed by the Commonwealth of Massachusetts Board of Social Work.
3. Clinical experience in assessment, differential diagnoses and treatment.
4. Clinical experience relevant to health care, medical social work and/or oncology.
5. Clinical experience in group dynamics, theory and practice.
6. Clinical experience in working with family systems and dysfunctional families.
7. Knowledge of community resources.
8. Active professional membership in National Association of Social Work recommended.

AGENCY REQUIREMENTS

1. Access to transportation.
2. Valid state driver's license.
3. Automobile liability insurance concurrent with required limits described by the agency's non-owned automobile policy.
4. Negative TB test per protocol upon hire

PHYSICAL REQUIREMENTS

1. Must be able to stand/walk a minimum of 6 hours per 8 hour working day.
2. Frequent bending to level of standard bed/chair.
3. Frequent entering and exiting of automobiles with driving average of 50 miles/day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Adheres to standards of medical social service practice as set forth by the State Medical Social Service Practice Act.					
Demonstrates understanding of the mission, policies and procedures set forth by and practiced by the agency.					
Explains philosophy, purpose, scope and role of home care services to patient and family.					
Assesses the health care needs of the patient and coordinates with the physician, where appropriate, in developing and implementing a comprehensive plan of care consistent with professional standards and agency policies.					
Develops and maintains a written plan of care with goals and medical social service actions based on needs identified in assessment, utilizing home care services and community services. Verbally communicates plan of care to all care providers. Completes patient/family documentation in a timely manner per agency policies.					
Comprehensive evaluation of psychosocial status as related to the patient's illness and environment.					
Participation in the development of the total patient care plan.					
Provide ongoing clinical assessment and intervention.					
Provide crisis intervention as needed.					
Provide information about community health and other referral services.					
Assist patient and/or family with applications for financial assistance (Medicare, Medicaid, Social Security).					
Complete documentation in compliance with regulations.					
Participation in team meetings and case conferences as needed.					
Continue education through attendance at workshops, conferences, or courses appropriate to practice.					
Provide consultation to the staff regarding psychosocial issues.					
Other duties as assigned.					

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Medical Social Worker and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description – Patient Information Systems Manager
REGULATION:	HR.1, LD.10

DEFINITION

Directly responsible for the maintenance and protection of the patient's PHI.

DEPARTMENT Clinical Services

SUPERVISOR Director

QUALIFICATIONS

1. Minimum of high school diploma.
2. Knowledge of Medicare Guidelines and OASIS regulations.
3. Experience in home health care and OASIS.
4. Good computer and communication skills.
5. Must have the ability to problem solve, multi-task, and be organized.

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Visual/hearing ability sufficient to comprehend written/verbal communication.
3. Requires frequent bending, stooping, and stretching.
4. Ability to sit for 5-6 hours per day.
5. Must be able to stand/walk 2-3 hours per day.

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5
Starts the intake process on all patients referred to the agency and notify the Charge nurse for assignment of case manager on a daily basis.					
Input all client information into the computer system for the generation of MD orders, Plan of Care, and Medication list					
Oversee the tracking of all 485's, updating of the clinical system on a daily basis with order changes & follow-up of all non returned orders.					
Oversee the updating of the clinical system on a daily basis with 487, speed memo's, and discharge information					
Data entry and tracking of all OASIS documents: SOC, ROC, Follow up, Recertification, Transfer, and Discharge					
Management of electronic submission of OASIS within timelines					
Coordinate with staff to ensure timelines are met.					
Generate a recertification report and forward to QI coordinator					
Prepare vouchers for Auditor to pay bills for the department with coordination of the Director weekly.					
Input of all home health aide service logs and oversees contract invoices and supplies.					
Active participation in all in-services and training for software system.					
Run reports as requested by Director for Quality Improvement tracking and outcomes.					
Answers telephone, takes messages or directs calls appropriately.					
Assist the Director with creation of Integrated forms changes.					
Informs Director of outstanding work on a daily basis.					
Provides written requests to Director for all system and personnel changes.					
Attends meetings as required.					
Trains staff to cover in his/her absence.					
Performs other duties as assigned.					
Completes back up of server daily and places tape in safe in treasures office					

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1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

JOB FUNCTIONS

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, elated, or is a logical assignment to the position.

PERFORMANCE REQUIREMENTS AND RESPONSIBILITIES	1	2	3	4	5

1 - Exceeds all requirements	4 - Meets most requirements
2 - Exceeds most requirements	5 - Meets few requirements
3 - Meets all requirements	

Comments:

I have read and understand the job description for Patient Information Systems Manager and agree to adhere to it at all times.

Employee Signature

Date

Supervisor/Administrator

Date

POLICY:	Job Description – Privacy Officer
REGULATION:	

DEFINITION

The privacy officer oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's information privacy practices.

DEPARTMENT Administration

SUPERVISOR Director

QUALIFICATIONS

Certification as an RHIA or RHIT with education and experience relative to the size and scope of the organization.

Knowledge and experience in information privacy laws, access, release of information, and release control technologies.

Knowledge in and the ability to apply the principles of HIM, project management, and change management.

Demonstrated organization, facilitation, communication, and presentation skills.

Responsibilities:

- Provides development guidance and assists in the identification, implementation, and maintenance of organization information privacy policies and procedures in coordination with organization management and administration, the Privacy Oversight Committee,³ and legal counsel.
- Works with organization senior management and corporate compliance officer to establish organization-wide Privacy Oversight.
- Serves in a leadership role for Privacy Oversight activities.
- Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions.

- Works with legal counsel and management, key departments, and committees to ensure the organization has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current organization and legal practices and requirements.
- Oversees, directs, delivers, or ensures delivery of initial and privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
- Participates in the development, implementation, and ongoing compliance monitoring of all trading partner and business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Establishes with management and operations a mechanism to track access to protected health information, within the organization and as required by law and to allow qualified individuals to review or receive a report on such activity.
- Works cooperatively with the HIM Director and other applicable organization units in overseeing patient rights to inspect, amend, and restrict access to protected health information when appropriate.
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the organization's privacy policies and procedures in coordination and collaboration with other similar functions and, when necessary, legal counsel.
- Ensures compliance with privacy practices and consistent application of sanctions for failure to comply with privacy policies for all individuals in the organization's workforce, extended workforce, and for all business associates, in cooperation with Human Resources, the information security officer, administration, and legal counsel as applicable.
- Initiates, facilitates and promotes activities to foster information privacy awareness within the organization and related entities.
- Serves as the information privacy liaison for users of clinical and administrative systems.

- Reviews all system-related information security plans throughout the organization's network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department.
- Works with all organization personnel involved with any aspect of release of protected health information, to ensure full coordination and cooperation under the organization's policies and procedures and legal requirements
- Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.
- Serves as information privacy consultant to the organization for all departments and appropriate entities.
- Cooperates with the Office of Civil Rights, other legal entities, and organization officers in any compliance reviews or investigations.
- Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.