

SAMPLE JOB DESCRIPTIONS

**PACE HOME CARE  
COORDINATOR**



National  
**PACE**  
Association

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## SAMPLE A

11/02

**Job Title:** Home Care Coordinator

**Reports to:** Center Manger

**Job Grade:**

**Job Number:**

**Status:** Nonexempt

**Prepared by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Current Date:** \_\_\_\_\_

### **JOB SUMMARY**

Responsible for the development and implementation of home care services for (PACE Program) participants, including the coordination of all Durable Medical Equipment and nursing home care.

### **GENERAL DUTIES**

- Assesses, using the nursing process, the home care needs of a frail elderly population, and identifies and develops specific plans of care.
- Coordinates the implementation of all home care services, which includes nursing, physical therapy, occupational therapy, speech therapy and personal care services, to ensure that quality service is provided to meet client needs.
- Coordinates and authorizes all Durable Medical Equipment.
- Coordinates and supervised all nursing care for PACE program participants in the nursing home/boarding home according to program standards. Includes interaction with other facility staff.
- Accesses program home care services system, makes recommendations and offers solutions to revise or modify systems to better meet participant needs.
- Actively participates in Interdisciplinary Team Meetings.
- Performs evaluations of home care technicians (HCT); supervises the home care technicians in the home. Performs human resource management of HCT staff in conjunction with the Site Supervisor.
- Performs other duties as assigned.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor and/or other management, as required. (PACE Program) reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment for any term.

## SPECIFICATIONS:

1. **Education:** Bachelor of Science in nursing
2. **Experience:** At least one year as an RN, preferably in home or community health. Supervisory experience desired.
3. **Number and Type of Employees Supervised:**
4. **License, Registry, or Certification Required:** Licensed as a RN in the State of (State), Current valid state driver's license.
5. **Special Training:** Must be able to work effectively in a team environment. Must be able to treat patients of all ages, including the elderly.
6. **Physical Demands:** Must be able to move about freely, lift and turn patients, have manual dexterity, and visual acuity to see and treat patients, be able to hear and orally communicate.
7. **Working Conditions:** Home visits; able to handle unusual interpersonal situations. Must possess organizational and problem solving skills. Enters into private homes of (PACE Program) enrollees, frequently in unsafe neighborhoods. Potential exposure to infectious diseases and environment.
8. **Other:** Must have demonstrated ability to deliver services to physicians, patients and fellow employees with compassion and in a responsive, courteous and concerned manner. Must attend mandatory training on an annual basis.

## **SAMPLE B**

### **I. POSITION INFORMATION:**

**Position Title:** Home Health Supervisor  
**Job Code:**  
**Pay Grade:**  
**Employee's Name:**  
**Employee's SSN:**  
**Reports To (title):** Director of Clinical Services  
**Reports To (name):**  
**Revision Date:**

### **II. BASIC PURPOSE AND SCOPE:**

Supervises the home care (*PACE Program*) caregiver staff to ensure regulatory compliance and quality while maintaining an optimal level of independence for enrollees. Provides technical, organizational and interpersonal skills necessary to efficiently and effectively coordinate the scheduling, communication and billing documentation of all aspects of the plan for home care. Promotes and maintains health of enrollees in the community through teaching, counseling and appropriate preventive and rehabilitative services. Responsible for assessment of health needs and contributing to the plan of care, initial implementation of nursing care plans and providing nursing care, as well as periodic re-evaluation of individual and family nursing needs. Demonstrates the knowledge and skills necessary to assess, plan care for and provide service to frail elderly enrollees according to assigned responsibilities and (*PACE Program*) standards.

### **III. RESPONSIBILITIES: UNDER LIMITED SUPERVISION AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS/REGULATIONS THIS POSITION:**

<b>Est. % of Time</b>	<b>Rate Critical Level</b>
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50 %	5
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#### **1. Home Care Coordination**

- a. Manages staff roster and schedules for all home care on a daily, weekly and monthly basis to create the most time efficient and cost effective schedule to meet the needs of (*PACE Program*) enrollees.
- b. Works with the Director of Clinical Services to control and prioritize utilization of home care staffing resources to reflect actual enrollee home care needs.
- c. Designs systems for training, orienting, inservicing and supervising in-home caregiver staff according to program needs and regulatory requirements.
- d. Supervises in-home caregiver staff and directs the provision of quality paraprofessional care. Evaluates staff performance. Makes recommendations regarding hiring and retention.
- e. Effectively communicates with clients and their families regarding home care needs, concerns and/or problems with coverage.
- f. Records, maintains, monitors and verifies accurate home care records, including service documentation, attendance/payroll, inservice, medical records, and billing.

- g. Obtains and tracks equipment, supplies and services such as durable medical equipment, home delivered meals, medical response systems and incontinence supplies as reflected in the care plan.

35 %      5

**2. Nursing Care**

- a. Gives skilled nursing care and prescribed treatments to enrollees in their homes and demonstrates nursing care to clients and families.
- b. Conducts a nursing admission assessment to assess home care needs and contributes to the care plan process.
- c. Participates in on-call coverage to troubleshoot, advise, teach and coordinate the scheduling of enrollee care.
- d. Participates in the development and revision of the enrollee’s plan of care as a member of the interdisciplinary team.
- e. Ensures appropriate administration of medications at home.
- f. Conducts periodic assessments and evaluations of each enrollee and provides nursing care according to the plan developed by the Team.
- g. Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems.
- h. Teaches classes and addresses groups related to nursing and health.
- i. Makes referrals to other services when enrollee conditions or situations require the service of other professional disciplines or the products or services of outside companies or agencies. This includes, but is not limited to, volunteer agencies, loan closets, therapy services, support groups, etc.
- j. Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.
- k. Maintains timely and quality documentation of all nursing services provided.
- l. May participate in a joint team/family meeting to discuss current nursing practices, concerns and suggestions for care plan update and/or revisions.
- m. Establishes and maintains cooperative working relationships with other program staff, contact agencies and outside organizations.
- n. Communicates effectively with hospital departments to minimize hospital lengths of stay as appropriate, and allows for a smooth transition for the client as he/she moves from the hospital to alternative levels of care.
- o. Participates in quality management program activities, including peer reviews.

15%      3

**3. General**

- a. Knows and adheres to the philosophy and goals of (PACE Program).
- b. Maintains a quiet and safe environment for clients, visitors and staff.
- c. Keeps confidentiality of client records, reports and discussions.
- d. Participates in formulation and maintenance of (PACE Program) policies and procedures.
- e. Participates in (PACE Program) Committees as requested by the Director of Clinical Services. May chair committees and task forces.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of (PACE Program) services to clients and referral sources.
- g. Attends and participates in scheduled staff meetings and client care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of “unusual occurrences.”
- k. Identifies nursing service delivery problems and uses good judgment in their solution.

- l. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; serves as a role model for students and staff members.
- m. Optionally holds membership in professional organizations.
- n. Maintains applicable licensure and certification and pursues professional growth through continuing education process and presenting and publishing scholarly papers.
- o. Performs other related duties as required.

***Management reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**IV. MINIMUM QUALIFICATIONS:**

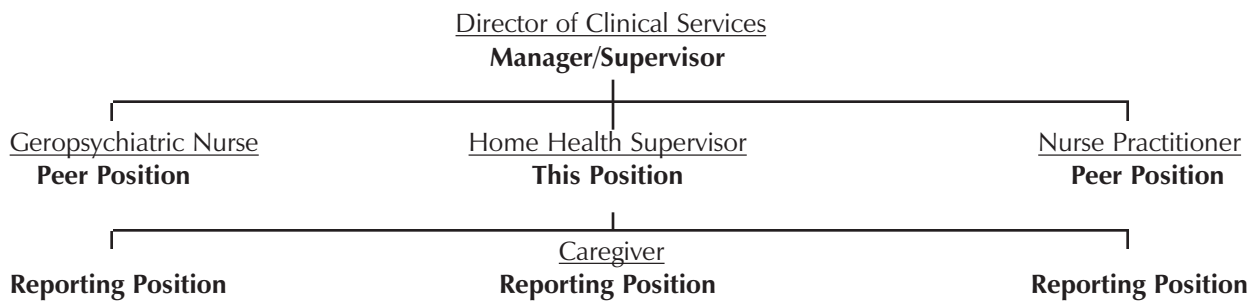
- A. Required Education:** BSN
- B. Required Experience:** 5 or more years thorough knowledge of current community health nursing practice.
- C. Required Skills:** Nursing, geriatrics, health care and home health. Interdisciplinary teamwork, ability to work effectively with culturally, economically and educationally diverse populations, and form positive interpersonal relations in dealing with a wide range of staff and clients essential.
- D. Required Certifications/Licensing:** License and current registration to practice as Registered Nurse in (State).
- E. Desired or Preferred Knowledge, Skills and/or Abilities:** Working knowledge of the administrative organization of community facilities. Skill in the application of current nursing procedures and techniques of patient care. Ability to plan and coordinate nursing care for individuals, families and groups. Ability to communicate effectively. Ability to establish and maintain cooperative working relationships. Ability to supervise others in a direct, firm and understanding way. Ability to accept and utilize guidance. Ability to perform duties in accordance with ANA Code for professional nurses. Acceptable physical and mental health to carry out the responsibilities of the position.

**V. POSITION DIMENSIONS:**

<b>A. Number of Employees Supervised:</b>	<b>Directly</b>	<b>Indirectly</b>
<b>Exempt Full-time:</b>	_____	_____
<b>Exempt Part-time:</b>	_____	_____
<b>Nonexempt Full-time:</b>	<u>14</u>	_____
<b>Nonexempt Part-time:</b>	_____	_____
<b>Other:</b>	_____	_____

- B. **Exposure to Confidential Material:** Extensive
- C. **External Contacts:** Extensive
- D. **Equipment Used:** PC, fax, copier, medical
- E. **Budget Accountability:** \$0
- F. **Planning Scope/Other Dimensions/Job Measures:**
- G. **Work Schedule:** To be determined, participates in on-call coverage.

**VI. ORGANIZATION CHART**



**Type of supervision received:**

Orientation to (*PACE Program*) program and PACE model. General instruction as to routine tasks, with spot checking. Accountable for results produced, with considerable latitude in methods used.

**Type of supervision given:**

- No supervision given to others
- Functional supervision
- Bona-fide supervision - assigns work; evaluates performance; recommends hiring, retention, etc.

**Working conditions and physical effort needed to perform the job:**

**A. Working Conditions - check as many as apply**

- Office, library, computer room
- Clinical practice, patient site
- Stockroom or warehouse
- High noise environment
- High dust, dirt, grease environment
- Exposure to chemicals
- Requires protective devices
- Requires extensive safety training
- Alternative Work Schedules
- On-Call (beeper)
- Exposure to moving machinery
- Outdoor exposure to weather
- Extensive travel (> 1000 mi/month)

**B. Physical Effort - check as many as apply**

- Typically sitting at a desk or table
- Intermittently sitting, standing, stooping
- Typically bending, crouching, stooping
- Climbing ladders, scaffolds
- Using tools requiring high dexterity
- Typically running, climbing
- Typically standing or walking
- Occasional lifting 25 lbs. or less
- Occasional lifting 25-50 lbs.

**PREPARED BY:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Incumbent Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Incumbent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_