

T&M Home Care LLC

“Kindness- Compassion- Trust- Friendship”

Job Description

JOB TITLE: Service Supervisor

Description

- Coordinates all aspects of the client’s home care and interacts with other disciplines as needed. He/she provides professional care to the client, as indicated by Agency policies, State and Federal laws/regulations. In-home admission visits and eligibility determinations are part of the Supervisor’s duties, as is the development of the Care Plan. The Supervisor also prepares paperwork necessary for Agency policies and federal/state laws and assists with the training and supervision of In-Home Aides and Companion/Sitters.
- The Supervisor ensure that employees deliver services in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

A. Responsibilities

- Assesses the home environment and determines needs of clients.
- Records the health needs of the client.
- Initiates In-Home Aide’s Care Plan and/or Companion/Sitters /Respite Care Plans and associate paperwork, in accordance with Agency policy.
- Evaluates the effects of the care given and regularly re-evaluates the client’s nursing needs.
- Evaluates and revise the Care Plan, as necessary.
- Makes referrals to other agencies or services as needed.
- Coordinates the care of all assigned clients.
- Supervises the In-Home Aide and Companion/Sitters in the home.
- Instruct In-Home Aides in the proper use of practices, procedures, and equipment.
- Participates in in-service training programs and staff meetings.
- Serve as liaisons between clients and other health care professionals.
- Ability to monitor and assess employees, clients, and effectiveness of service.

B. Organization Relationships

The Supervisors work directly under the Director.

Qualifications/Education

- A graduate of an accredited school of professional nursing and is currently licensed as an RN through the State Board of Nursing.
- Has a minimum of one year’s nursing experience, preferably with home care experience.
- Must be a licensed driver with at least one-year clean driving record.
- Has a vehicle that is insure in accordance with state and/or Agency requirements and is in good working order.
- Has excellent writing and charting skills.
- Can pass a background check and drug screen.

I have read and understand the job description and agree to fulfill the position’s responsibilities.

Print Name

Date

Signature

Date