

Job Description Home Care Manager

Position	Home Care Manager
Role Overview	<p>Responsible for the direct supervision, oversight, and coordination of all patient care activities of an interdisciplinary team (social workers, spiritual counselors, personal care specialists, nurses). Will assure the clinical and financial integrity of all operations of their team-per-policy and budget guidelines.</p> <p>Reports to the Chief Clinical Officer</p>
Location	Daviess, Hancock, Hopkins, Muhlenberg Counties, KY
Core Responsibilities	<p>The responsibilities of this position enumerated below, involve significant physical activities including standing, sitting, lifting (up to 50 pounds unassisted), bending, stooping, pushing, pulling, twisting, manual and finger dexterity and eye-hand coordination. May be exposed to infectious waste/diseases, to include but not limited to TB, AIDS, COVID, and Hepatitis B viruses. Must be willing to work beyond normal working hours and on weekends and holidays when necessary.</p> <p>DUTIES:</p> <ul style="list-style-type: none"> - Responsible for processing clinical invoices, patient bills and other liabilities - Handles inquiries for Hospice care, referring to appropriate resources - Develops a process of monitoring and addressing biomedical ethical issues - Coordinates the HPC interdisciplinary team of professionals to assure continuous assessment of the patient/family needs and implementation of an integrated plan - Holds weekly team meetings - Other duties as needed
Qualifications Needed	<ul style="list-style-type: none"> - Current Kentucky RN license required - Hospice experience required - Supervisory experience preferred - Must be able to pass background checks
Skills Required	<ul style="list-style-type: none"> - Communication Skills: Ability to convey information, both written and verbal, clearly and effectively and be able to work in a team - Technical Skills: Must have effective documentation skills in Electronic Medical Record system - Must exemplify the core values of HPC, which include: hard-working, thorough, accountable, joyful, lighthearted, humorous, fun, eager to serve with compassion, respectful, encouraging, and empowering to everyone, including self
Compensation & Benefits	Full-time, with full-time benefits