

## **Director of In Home Services**

### **POSITION REQUIREMENTS:**

1. Bachelor's Degree with a major in a Health and Human Services field preferred or
2. Graduate of a school of professional nursing approved by the legally designated State accrediting agency at the time the program was completed.
3. License and current registration to practice as a registered nurse in Virginia.
4. Minimum of one year's experience working with a frail or elderly population.
5. Compliance with any State or Federal requirements for direct patient care staff in their respective settings.
6. Valid Driver's license
7. Pass a criminal background check
8. Medically cleared of communicable diseases and up-to-date with immunizations.

**SUMMARY:** Directs the Homemaker Program, Medicaid Personal Care Program, Caregiver Support Program, Private Pay Programs including PACE in-home services. Responsible for the management, budgeting, and compliance within the federal and state laws relating to these programs. Serves as a member of the agency's eligibility committee and other committees as assigned. Administers and oversees participant assessment, program enrollment, program analysis, and staff training. Prepares reports in accordance with guidelines. Significant public contact is required. The position requires independent decision-making and action. The Director of In-Home Services will serve as the PACE Home Care Coordinator and is a required member of the Interdisciplinary Team.

### **DUTIES AND RESPONSIBILITIES:**

1. Directs the In-Home services staff.
2. Assists caregivers by evaluating need or request for respite care.
3. Coordinates home care resources with human service agencies and other community resources.
4. Develops and monitors program operations, including budget, grants, service levels, etc. on a regular basis.
5. Conducts initial and periodic assessments on PACE participants to determine home care needs.
6. Assists in the development of a comprehensive plan of care for program participants.
7. Participates as a member of the PACE Interdisciplinary Team and agency's eligibility committee.
8. Coordinates staff development and training.
9. Coordinates the implementation of all home care services, which includes personal care, respite, and homemaker services to ensure that quality services are provided to meet participant and caregiver needs.
10. Acts as a liaison between the Interdisciplinary Team and the home care providers.
11. Complies with HIPPA requirements and maintains strict confidentiality in all matters pertaining to PACE participants and program operations.

12. Complies with Mandated Reporter requirements reporting any suspected abuse, neglect or exploitation to the appropriate authorities.
13. Participates in the Quality Assurance Program Improvement program.
14. Completes and submits accurate and timely reports.
15. Assures client and worksite orientation.
16. Maintains monthly in-kind reports and submits required reports to fiscal department.
17. Performs other agency-related services as warranted.
18. Attends training as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the aging population.
2. Working knowledge of the human services field.
3. Demonstrated supervisory skills
4. Knowledge of program management, program analysis, and performance measurement.
5. Knowledge of staffing, scheduling and record management.
6. Ability to make informed decisions and provide direction as warranted
7. Good interpersonal communications skills and analytical and problem-solving skills.
8. Ability to deal effectively with clients/participants, caregivers, and the general public.
9. Ability to organize, plan and implement activities appropriate to further programmatic goals.
10. Knowledge of personal computer operations and proper reporting procedures.

Must demonstrate and maintain good work ethics.