Summary

The Administrator is responsible for the overall operation and services of the agency, organizes and directs the agency’s ongoing functions and maintains ongoing liaison among the governing body/owner and the personnel.

Qualifications

1. For an Administrator that began employment with the agency prior to January 13, 2018: a person who is a licensed physician, a Registered Nurse or has training and experience in health service administration and at least 1 year of supervisory administrative experience in home health care or a related health care program.

-- or --

For an Administrator that begin employment with the agency on or after January 13, 2018: a person who is a licensed physician, a Registered Nurse or, or holds an undergraduate degree; and has experience in health service administration, with at least 1 year of supervisory or administrative experience in home health care or a related health care program.

1. Knowledge of regulatory requirements at the federal, state and local levels, as well as knowledge of Agency policies and procedures.
2. Excellent verbal and written communication skills and strong interpersonal skills.
3. At least 21 years of age.

Essential Job Functions/Responsibilities

1. Responsible for all day-to-day operations.
2. Ensuring organizational compliance with legal, regulatory and accreditation requirements.
3. Operational planning and budgeting.
4. Monitoring business operations to insure financial stability.
5. Evaluating Agency services and personnel using measurable outcomes and objectives.
6. Conflict and complaint management and resolution.
7. Establishing and maintaining effective channels of communication including integration or technology, as applicable.
8. Ensuring the employment of qualified personnel, including assuring the development of personnel qualifications and policies.
9. Ensuring adequate and appropriate staffing.
10. Ensuring that interdisciplinary care is provided.
11. Ensuring supportive services are available to personnel.
12. Ensuring coordination with other departments, services and senior management, as appropriate.
13. Ensuring staff and organization stay current on local and national home health care issues and trends.
14. Ensuring Agency personnel stay current with clinical information and practices.
15. Ensuring that appropriate service policies and procedures are developed and implemented to accomplish identified outcomes.
16. Directing staff in performance of their duties including admission, discharge, transfer, and provision of service to patients.
17. Ensuring the completion, maintenance and submission of such reports and records as required by the Colorado Department of Health and Environment (CDPHE).
18. Ensuring Clinical Manager is available during all operating hours.
19. Ensuring appropriate staff supervision during all operating hours.
20. Monitoring service utilization to ensure delivery of comprehensive care.
21. Ensuring services provided by other agencies are authorized by Agency.
22. Monitoring progress toward accomplishing operational and strategic goals.
23. Ensuring appropriate data collection and regular, complete reports are received by the Governing Body.
24. Ensuring adequate space, equipment and supplies are available.
25. Ensuring actionable objectives are derived from evaluation of Agency services and personnel.
26. Ensuring that structure and systems promote interdisciplinary care.
27. Ensuring collaboration with agencies and vendors for effective management of services.
28. Ensuring standards of ethical business and clinical practice are maintained.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

job relationships RISK EXPOSURE

1. Reports to: CEO/Governing Body Low risk

2. Employees Supervised: Entire Agency staff

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

**PHYSICAL DEMANDS WORK ENVIRONMENT**

On-the-job time is spent in the following physical activities. Show This job requires exposure to the following environmental conditions.

the amount of time by checking the appropriate boxes below. Show the amount of time by checking the appropriate boxes below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | None | Up to 1/3 | 1/3 to ½ | 1/3 and more |  |  | None | Up to 1/3 | 1/3 to 1/2 | 2/3 and more |
| Stand |  |  |  | √ |  | Wet, humid conditions (non-weather) | √ |  |  |  |
| Walk |  |  | √ |  |  | Work near moving mechanical parts | √ |  |  |  |
| Sit |  |  | √ |  |  | Fumes or airborne particles | √ |  |  |  |
| Talk or hear |  |  |  | √ |  | Toxic or caustic chemicals | √ |  |  |  |
| Use hands to finger, handle or feel |  |  | √ |  |  | Outdoor weather conditions | √ |  |  |  |
| Push/pull |  | √ |  |  |  | Extreme cold (non-weather) | √ |  |  |  |
| Stoop, kneel, crouch or crawl |  | √ |  |  |  | Extreme heat (non-weather) | √ |  |  |  |
| Reach with hands and arms |  |  | √ |  |  | Risk of electrical shock | √ |  |  |  |
| Taste or smell |  | √ |  |  |  | Work with explosives | √ |  |  |  |
|  |  |  |  |  |  | Risk of radiation | √ |  |  |  |
|  |  |  |  |  |  | Vibration  | √ |  |  |  |
| This job requires that weight be lifted or force be exerted. Show how much & how often by checking the appropriate boxes below |  |  |  |  |  |  |
|  | None | Up to 1/3 | 1/3 to ½ | 2/3 and more |  | The typical noise level for the environment for the work environment is: (Check all that apply) |
| Up to 10 pounds |  |  |  | √ |  | 🞏 Very Quiet 🞏 Loud Noise 🞏 Quiet⮽ Moderate Noise 🞏 Very Loud NoiseHearing:⮽ Ability to hear alarms on equipment⮽ Ability to hear patient call⮽ Ability to hear instructions from staff |
| Up to 25 pounds |  |  |  | √ |  |
| Up to 50 pounds |  |  | √ |  |  |
| Up to 100 pounds |  | √ |  |  |  |
| More than 100 pounds |  | √ |  |  |  |

 **REPETITIVE MOTION ACTIONS**

* **Number of Hours -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This job has special vision requirements; check all that apply** | **Repetitive use of Foot Control** | 0 | 1-2 | 3-4 | 5-6 | 7+ |
| 🞏 Close vision (clear vision at 20 inches or less) | Right only | **√** |  |  |  |  |
| 🞏 Distance Vision (clear vision at 20 feet or more) | Left only | **√** |  |  |  |  |
| 🞏 Color Vision (ability to identify and distinguish colors) | Both  | **√** |  |  |  |  |
| 🞏 Peripheral Vision | **Repetitive use of Hands** |  |  |  |  |  |
| 🞏 Depth Perception | Right only |  |  |  |  |  |
| 🞏 Ability to Adjust Focus | Left only |  |  |  |  |  |
| ⮽ No Special Vision Requirements | Both |  | **√** |  |  |  |
|  | **Grasping: simple/light** |  |  |  |  |  |
| **Special demands not listed:**  **Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position | Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  |  |  | **√** |  |  |
| **Grasping: firm/heavy** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  | **√** |  |  |  |  |
| **Fine Dexterity** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both  |  |  |  |  | **√** |

I have read the above job description and fully understand the conditions set forth therein and will perform these duties to the best of my knowledge and ability.

*Signature Date*