

DIRECTOR OF HOME HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Broome County Health Department and is responsible for the development, coordination and direction of activities for the Division of Home Health Services including the planning, implementation, and evaluation of nursing and auxiliary personnel. The incumbent in this position functions in the capacity of the code title of the Director of Patient Services for the Licensed Home Health Agency. This position differs from that of the Director of Public Health Clinic Services by virtue of the fact that supervision is not exercised over clinic staff. Supervision is however exercised over a large number of public or community health nursing and auxiliary personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, initiates and directs a public or community health nursing program designed to meet local needs;

Advises the Public Health Director and others on matters relating to professional nursing throughout the department and community;

Supervises the in-service training program, including orientation of new nursing personnel and continuing staff development;

Develops and implements contractual agreements with allied health agencies to provide home health services and to secure services needed by the division;

Prepares budget, cost studies and fiscal policies within the division;

Prepares a variety of reports and recommendations for the division in relation to the total health program of the department and community;

Develops, implements and monitors policies and standards for assigned services to ensure compliance with applicable federal, state and local laws and regulations;

Interprets division services and policies to the general public, other health service providers and the recipients of home health services;

Supervises the development of manuals, guides and other informational material for use by the public health nursing staff;

Represents the division at conferences, and serves on professional and medical advisory committees and boards of official and voluntary agencies;

Represents the Public Health Director in community activities related to the division;

Prepares a variety of records and reports related to the work;

Provides a sufficient number of Public and Community Health Nurses to insure that every patient receives care by or under their supervision or direction, and in compliance with state regulations for certified Home Health Agencies;

Makes provisions for a sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;

Determines, recruits and supervises the number and types of staff required to meet the agency's responsibilities;
Recruits staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence;
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;
Determines the statistical information needs of the agency and works with computer services to determine program applications and modifications, and interprets results;
Develops and recommends personnel policies to include reimbursement scales, hours of work, vacation and sick leave benefits, pre-employment and periodic physical examinations and such other conditions of employment for submission to the governing authority;
Develops procedures for systematic evaluation of agency programs;
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of current nursing practice and administration, public health program administration, health economics and legislation;
Thorough knowledge of community organization and the factors related to patient care;
Working knowledge of research methods;
Ability to plan, organize and direct the training and activities of others;
Ability to interpret existing and proposed health programs as they affect the certified home health and/or long term home health care agency;
Ability to work cooperatively with others;
Ability to communicate effectively;
Ability to perform duties in accordance with ANA Code for Professional Nurses;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in nursing and three years of administrative experience in a home health agency; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in nursing, public health, business administration or other health related field and two years of administrative experience in a home health agency.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Must be licensed and currently registered as a Registered Professional Nurse in New York State.

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.