

**Sirrah Care Professionals
JOB DESCRIPTION**

JOB TITLE: Home Health Supervisor

JOB NUMBER: 104

GRADE : 12

FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Responsible for overseeing the day-to-day in-home operations of caregivers. Must ensure that staff are properly trained and equipped to provide quality care to clients.

DUTIES AND RESPONSIBILITIES:

- Improving future care by tracking and documenting progress and outcomes of care plans.
- Conducting comprehensive initial assessments of clients' needs to develop individualized care plans.
- Developing and implementing individualized care plans for clients that may include arranging home repairs and modifications to accommodate disabilities.
- Interviewing, hiring, and training new staff members as required.
- Managing and supervising home care staff who provide direct care services to clients.
- Ensuring that all home care services are delivered in compliance with established standards of practice and regulatory requirements.
- Maintaining accurate client records, including detailed logs of visits, performed tasks, supplies used, and changes in the client's condition.
- Collaborating with care coordinators to ensure that all clients' needs are met.
- Overseeing risk management activities and providing feedback and resolutions to the management team.

QUALIFICATIONS:

- A minimum of three years experience in care coordination or clinical practices.
- Previous supervisory experience is preferred.
- Proficiency in Microsoft Office and other computer applications.
- Strong verbal and written communication skills.
- Demonstrated commitment to providing excellent customer service.
- Strong analytical thinking and the ability to manage multiple tasks simultaneously.
- Ability to travel as needed.

IMMEDIATE SUPERVISOR: Operations Manager

DIRECT REPORT: Care Givers

CONTACTS: Participants, Sirrah Care personnel, funding sources, referral sources, licensing agencies, social services agencies, families, primary care providers, county representatives, advocates, and contracted consultants

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

The successful candidate for this position must meet the following education, experience, and skills requirements:

- Possess a high school diploma or equivalent. CNA certification is preferred, or at least five years of experience in home health care.
- Demonstrate a caring, generous, and attentive approach to patient care.
- Possess advanced skills in Microsoft Office, specifically Microsoft Excel and Word.
- Previous experience in home care, HR, or scheduling roles is preferred.

- Ability to network and market the business, which may include public speaking engagements.

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE: In addition to the duties and responsibilities listed above, the employee holding this position must meet the physical demands and environmental conditions specified in the Physical Demands Checklist below to perform the essential functions of the job successfully. Sirrah Care Professionals is an equal opportunity employer and will provide reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job, provided they are otherwise qualified for the position.

Sirrah Care Professionals reserves the right to revise or change job duties and responsibilities as needed. The purpose of this job description is not to provide an exhaustive list of all duties and responsibilities associated with the job, and it should not be considered a written or implied contract.

_____ **Junika Woodall, Administrator** _____
 Job Description Prepared by Date

 Job Description Approved by Date

I have received and read a copy of job description and I understand the duties and responsibilities as set forth in it.			
_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
_____ Print Name		_____ Print Name	

PHYSICAL DEMANDS CHECKLIST

IN AN 8-HOUR DAY, THE EMPLOYEE'S JOB INVOLVES:

	Total at one time (hours)	Total during entire 8-hour day		
(hours)				
1. Sitting	0 ½ <u>1</u> 2 3 4 5 6 7 8	0 ½ <u>1</u> 2 3 4 5 6 7 8		
Standing	0 ½ <u>1</u> 2 3 4 5 6 7 8	0 ½ 1 2 3 4 <u>5</u> 6 7 8		
Walking	0 ½ <u>1</u> 2 3 4 5 6 7 8	0 ½ 1 <u>2</u> 3 4 5 6 7 8		
2. Lifting:	Never (0%)	Occasionally (1% to 33%)	Frequently (34% to 66%)	Continuously (67% to 100%)
a. Up to 5 lbs.	_____	_____	___ X _____	_____
b. 6 - 10 lbs.	_____	_____	_____ X _____	_____
c. 11 - 20 lbs.	_____	_____	___ X _____	_____
d. 21 - 25 lbs.	_____	_____	___ X _____	_____
e. 26 - 50 lbs.	_____	_____	___ X _____	_____
f. 51 - 100 lbs.	_____	___ X _____	_____	_____
3. Carrying:	Never (0%)	Occasionally (1% to 33%)	Frequently (34% to 66%)	Continuously (67% to 100%)
a. Up to 5 lbs.	_____	_____	___ X _____	_____
b. 6 - 10 lbs.	_____	_____	___ X _____	_____
c. 11 - 20 lbs.	_____	___ X _____	_____	_____
d. 21 - 25 lbs.	_____	___ X _____	_____	_____
e. 26 - 50 lbs.	_____	___ X _____	_____	_____
f. 51 - 100 lbs.	___ X _____	_____	_____	_____
4. Employee can use hands for repetitive action such as:	Pushing & Pulling			
	Simple Grasping	of Arm Controls		Fine
<u>Manipulation</u>				
a. Dominant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Non-dominant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Employee can use feet for repetitive movements as in pushing and pulling leg controls:				
Right	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Left	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Both
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Employee can function in the following activities:	Not at all (0%)	Occasionally (1% - 33%)	Frequently (34%-66%)	Continuously (67%-100%)
Bending	_____	_____	___ X _____	_____
Squatting	_____	___ X _____	_____	_____
Crawling	___ X _____	_____	_____	_____
Climbing	___ X _____	_____	_____	_____
Reaching above shoulder	_____	_____	___ X _____	_____
7. If applicable – Employee can:				
Be around unprotected heights			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____
Be around moving machinery	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Be exposed to changes in temperature	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Drive automotive equipment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Be exposed to dust, fumes, gases			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____

8. **Remarks: (any additional requirements)**
