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# Example of Community Care Job Description

Our company is growing rapidly and is looking to fill the role of community care. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community care

* Development of professional support and attendant staff in the unit, including qualifications, training and assignments
* Participate in the planning and implementing programs of recruitment for attendants and all staff as assigned by DOCC
* Assumes responsibility as assigned by the DOCC for coverage of client care, so that care will be provided according to standards of funding sources or licensure including 24 hours a day, 7 days a week availability as authorized
* Responsible for continuous record audits in order to maintain record compliance for service control monitoring
* Responsible for in-service training programs and conducts staff meetings as needed for all client care and administrative staff
* Responsible for coordination with the nurses to ensure that medical need is documented and that the plan of care is appropriate in order to receive prompt approval for services
* Responsible for coordination of care to plan for the client’s care
* Establishes rapport with referral sources by making regular visits to case workers/service coordinators to plan for the client’s care
* Responds and works with client and family to resolve complaints
* Makes home visits as necessary

## Qualifications for community care

* Must be able to communicate effectively and have excellent documentation ability
* Assumes responsibilities of the DOCC as alternate administrator in his/her absence
* Responsible for maintaining nursing files
* Education sufficient to attain RN status
* One (1) year of experience as an RN obtained within the last 36 months
* Previous public health or home health experience preferred