



Example of Home Care Director Job Description

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Our company is looking to fill the role of home care director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for home care director

- You will mentor and support your team, and grow your office by keeping abreast of industry and community trends and referral opportunities
- Supervise, develop, and schedule the client services staff according to agency policies, procedures and standards with the support of the Agency Staffing coordinator
- Perform assessments, reassessments and re-visits to determine client needs
- Complete weekly Quality Enhancement reviews to ascertain if the agency is meeting state regulations and agency policies in multiple assigned locations
- Act as a consultant and resource for issues related to client care within the assigned territory
- Support assigned territory in recruiting, and scheduling
- Supervise assigned area private duty staff
- Be available to cover staffing when needed
- Work as "Manager on Duty" MOD at least one weekend per month, or as needed
- Maintains medical records, complete paperwork and ARC in compliance with regulations and agency policy

Qualifications for home care director

- Registered Nurse with license to practice in states served
- A minimum of two years' experience in telehealth, telemonitoring, or virtual care
- Demonstrated ability to operationalize complex programming

- Demonstrated understanding of Medicare/Medicaid and accreditation standards compliance