



ONLOW COUNTY
invites applications for the position of:

Home Care Program Director

SALARY: \$28.49 - \$37.03 Hourly
\$2,279.00 - \$2,962.69 Biweekly
\$59,254.00 - \$77,030.00 Annually

OPENING DATE: 10/04/18

CLOSING DATE: 01/04/19 11:59 PM

JOB DESCRIPTION:

Performs difficult professional and administrative work coordinating home health and hospice services, and related work as apparent or assigned. Work is performed under the general direction of the Public Health Nursing Director. Divisional supervision is exercised over all personnel within the division.

POSITION RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervises and coordinates home health and hospice services.
- Evaluates staff performance; takes personnel action and implements disciplinary actions; counsels staff regarding performance and employee personnel policies.
- performance and employee personnel policies.
- Performs assessments of program clients.
- Ensures federal and state standards for home health and hospice care are met.
- Determines client eligibility for services.
- Provides staff training.
- Prepares a variety of reports on activities and programs; maintains necessary files and logs.
- Responds to questions and resolves complaints.
- Prepares division budget and monitors expenditures.
- Performs assigned functions as a Disaster Ready Team (DRT) member, if appointed or volunteer.
- Performs related tasks as required.

QUALIFICATIONS:

Considerable knowledge of professional nursing theory, techniques, and practices and the organization and operation of home care programs; considerable knowledge of agency policies and procedures; considerable knowledge of department policies and procedures; considerable knowledge of material medical, dietetics, sanitation, personal hygiene and patient safety as it relates to the area of work; general knowledge of supervisory practices; ability to plan, organize, and supervise the work of health care staff; ability to establish and maintain effective working relationships with employees and other health professionals; ability to gain the confidence of patients and to work effectively with them; ability to prepare and maintain reports of activities and programs.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS:

Bachelor's degree with coursework in nursing, or related field and considerable experience working in home healthcare including some experience in supervision, or equivalent combination of education and experience.

Special Requirements:

Possession of a RN license valid in the State of North Carolina.

Certified to teach CPR and First Aid.

Valid driver's license.

Salary will be determined based on qualifications, internal equity, budget, and market considerations.

To be considered for this position, you must upload a copy of your transcripts indicating the date in which your degree was awarded, as well as any relevant certifications.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.onslowcountync.gov>

Position #5154-00132
HOME CARE PROGRAM DIRECTOR
LS

234 Northwest Corridor Boulevard
Jacksonville, NC 28540
910-347-7600

Home Care Program Director Supplemental Questionnaire

- * 1. Are you currently licensed to practice as a Registered Nurse in the State of North Carolina?
 - Yes
 - No
- * 2. How many years of experience do you have in managing home health and hospice programs?
 - No experience
 - Less than one year
 - One to three years
 - Three to five years
 - Five years or more
- * 3. Do you possess a valid driver's license?
 - Yes
 - No
- * 4. Are you certified to teach CPR and First Aid?
 - Yes
 - No
- * 5. Have you uploaded your final transcript showing the date that your degree was awarded and any required certificates or licenses? This must be done even if you are a current employee or we have received it with a previous application.
 - Yes
 - No
- * 6. Based on your review of the position requirements, are you able to perform the position duties with or without reasonable accommodation?

Yes

No

* Required Question