



Madison County Human Resources

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MADISON COUNTY
HOMEMAKER/HOMECARE SUPERVISOR

Full-time employment in the office of Madison County Public Health. IPERS, Medical, and Life benefits eligible position. RN or LPN with two years related public health experience required.

Under general supervision of the Public Health Administrator, performs and assists with duties including, but not limited to: supervision of homemaker aides, development and implementation of client plan of care, and liaison between homemaker/home health aid programs and community agencies. Additional public health and emergency operations as assigned.

Visit www.madisoncoia.us for an application and job description or contact Human Resources at 515.462.5026 or bmiller@madisoncoia.us. Deadline to submit applications is **Friday, October 30, 2020 at 4:00 p.m.** Send application, resume, and National Career Readiness Certificate (if available) to:

Madison County Human Resources

PO Box 152

Winterset, IA 50273

or email: bmiller@madisoncoia.us

Position: Homemaker/Homecare Supervisor

Reports to: Public Health Administrator

Department: Public Health

Effective Date: 3/15

Policy # Personnel - 11

ISSUED: 7/16

Job Title: Homemaking Supervisor

REVISED: 8/18

REVIEWED:

Department: Public Health

EDUCATION AND EXPERIENCE REQUIREMENTS

- Licensure/certification:** Consistent with Iowa Code Chapter 80.3 (5) regulations: BA, RN, LPN or HCA with 2 years related public health experience. Valid Iowa driver's license with proof of personal auto liability Insurance.
- Previous Work Experience:** Two years of progressively responsible public health work experience preferred.
- Skills:** Ability to collect data objectively and to record and interpret it concisely and accurately. Ability to interact with physicians, supervisors, members of various boards, volunteers, and the general public in order to establish and maintain effective work relationship. Ability to make independent decisions. Ability to treat clients as individuals, be understanding, and nonjudgmental in assisting them in meeting their health needs. Ability to perform physical assessments. Ability to document homemaking assessments, plan for care, supervisory notes, and patient responses according to agency policies. Ability to work in a non-structured setting with minimal supervision. Ability to adhere to agency policies. Ability to formulate objectives and goals and to assess progress toward their achievement.

ORGANIZATIONAL RELATIONSHIPS

- Supervised By:** Public Health Administrator
- Supervises/accountable for:** Homemaker aides/home health aides, home certified aides
- Works with:** Homemaker staff/home certified aides, patients, families, co-workers and outside resource personnel

JOB DUTIES AND RESPONSIBILITIES

Essential Functions

Assures provision of case management services of homemaker clients, including:

- Receives and evaluates requests for service for appropriateness

- Makes or appropriately delegates: home visits to assess client needs, development and implementation of a plan of care, obtains client information, and establishes a plan for discharge
- Reviews assessments, plans of care, case records, and reassessments in order to assure that adequate and complete services are provided
- Maintains regular contact with home care aides through team meetings, home visits, and follow-up discussions to provide support and understanding and become aware of changes needed in the plan of service
- Conducts in-services and skill checks for the home care aides to meet grant requirements
- Maintains accurate and timely documentation of client records.
- Assists with Homemaker program assessments & evaluations of services. Participates in quality improvement activities and communicates regularly with Agency Director.
- Participates with agency staff in staffing, in-services, and workshops
- Acts as liaison between homemaker / home health aide programs and other community agencies through personal visits and telephone contacts to communicate purpose of program, facilitate complete services, and integrate services with those of other organizations.
- Promotes team spirit through participation in staff meetings and ongoing communication with all staff, clients, and other Public Health Acts in compliance with agency policies and procedures
- Maintains confidentiality of client related information, follows HIPAA regulations.
- Will make appropriate admissions, interventions, goals, and dismissals to the best of their ability, and consult professional staff if questions or concerns arise.
- Clients will be admitted, dismissed, have visit schedules changed according to their need for care.
- Care will be provided in a timely manner according to patient need
 - Physician's orders will be obtained prior to providing care, if applicable
 - Revisit appointments with clients are made on schedule
- Appropriate assignment and supervision of care providers
 - Provides input of homemaker / home care aides schedule.
 - Records and maintains assignment sheets along with supervision/instruction of HM / HCA.
 - Acquire and maintain current knowledge of Agency, Waiver, Grant, and Medicare / Medicaid guidelines regarding HM / HCA services.
 - Participates in case management meetings for Waiver clients as needed (**prn**); assists in developing and implementing treatment plans
- Obtain necessary equipment and community services as needed
- Skilled in professional nursing care, venipuncture, lab tests, dressing changes, IV's and other procedures following agency procedures.
- Follows Universal Precautions 100% of the time
- Provides emotional support to clients
- Uses good communication skills, and uses courteous and considerate manners with clients, physician's offices, etc.
- Makes efficient use of office time, works independently, maintains effective working relationships with employees

NOTE: Duties and responsibilities may be added, deleted, or changed at any time at the discretion of the Administrator, formally in writing.

PHYSICAL DEMANDS

Requires full range of body motion including handling and frequently lifting clients and supplies, manual and finger dexterity, and eye-hand coordination. Requires standing, bending, and working frequently in inconvenient home environments. Requires corrected vision and hearing to normal range.

WORKING CONDITIONS

Requires working under stressful conditions or working irregular hours. May require frequent exposure to communicable diseases, toxic substances, and other conditions common to patient care. Manual dexterity to handle and manipulate high tech equipment and perform technical nursing procedures. Ability to enter homes not handicapped accessible.

NOTICE OF RESIGNATION

This position is a position "at will". However, for purposes of benefit payout upon termination, four weeks written notice is required.

OTHER DUTIES

- Assists with public health emergency operations.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management and the employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Public Health Administrator

Date

I have read and understand this explanation and job description.

Employee

Date