

# PROFESSIONAL JOB DESCRIPTION

**JOB TITLE:** Embrace Program Private Duty Coordinator  
**SUPERVISOR:** Director of Nursing

## POSITION SCOPE:

To further the Agency's mission through the management and operation of Embrace Program Private Duty services.

## RESPONSIBILITIES:

- Responsible for the development and maintenance of organizational structures required to coordinate, facilitate, and monitor the activities of Private Duty services.
- Deploys department in accordance with management approved plans and client needs.
- Directs overall planning activities for Private Duty programs including strategic planning.
- Identifies opportunities for efficiencies in order to successfully fulfill the agency's mission, strategic vision and financial stability.
- Responsible for the financial and quality performance of Private Duty services.
- Responsible for the quality assurance and quality improvement of homecare.
- Evaluates procedures and professional practices in order to assure that they are current and effective.
- Makes business and program recommendations to the Program Director and Chief Executive Officer.
- Oversees the daily operations of the staff, and implements the principals of effective performance management on an on-going basis.
- Demonstrates awareness of, follows all safety policies and procedures and adheres to all recommended safe work practices.
- In collaboration with Human Resources, assesses the staffing needs of the Private Duty program and assist with recruitment.
- Performs other duties as assigned.

## QUALIFICATIONS:

- Bachelor's degree in management, healthcare, planning, social services or related field of study preferred. Master's degree preferred.
- Experience in Home Health is preferred.
- Possess high skill level in management and planning.
- Must have at least five years of either: management, healthcare, planning, or related experience.
- Five years of supervisory experience is required.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication skills
- Possess leadership and the capacity to inspire high quality work
- Knowledge of healthcare service delivery and billing models
- Strong change management skills
- Knowledge of information systems used in social service and healthcare environments
- Strong public speaking skills
- Must possess STRONG customer service orientation and ability to demonstrate/model for others

## PHYSICAL REQUIREMENTS:

Requires the ability to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Sedentary Work.

I acknowledge compliance with all Agency policies and procedures regarding all federal and state regulations and the conditions of participation under Medicare. I will also adhere to all elements of the compliance plan but most particularly to those that are most relevant as outlined in my job description.

I have received a copy of and have read this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Note: This Job Description is not an all-inclusive list. Management may modify, add, remove, or assign other duties and essential functions, as it deems necessary.