



Home Care - Disability Services, Inc.

Job Title:	Home Care Coordinator	Job Category:	Home Care
Location:	5660 N Academy Blvd.	Travel Required:	Yes, to attendant/client homes
Level/Salary Range:	\$15.50-\$17.50 per hour	Position Type:	Part Time non-exempt
HR Contact:	Roslyn Beall	Hours of Work:	20 hrs/week
Date posted:	January 15, 2019	Posting Expires:	When filled
Applications Accepted By:			
FAX OR E-MAIL: 719-633-0845 or rbeall@envidacares.org Subject Line: Home Care Coordinator Job Opening Attention: HR		MAIL: Envida – Human Resources 5660 N Academy Blvd Colorado Springs, CO 80918	
Job Description			
<p>SUMMARY OF FUNCTION</p> <p>The Home Care Assistant Agency Coordinator will have a wide range of responsibilities, including: scheduling and making home visits; overseeing the quality of care, ensuring the satisfaction of clients and attendants (employees); monitoring staff workflow; prioritizing duties; performing various administrative duties; and ensuring that all services comply with professional standards and state and federal regulations are followed.</p> <p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. After initial referral, contact consumer within 24 hours. 2. Onboards attendant and consumer within 3-6 days once case worker approves care plan and receives a Prior Authorization Request (PAR). 3. Provides initial opening of cases with consumers and enrolls them and attendants- ensuring the care plan meets the needs and desires of the consumer and that the attendant has the skills and time to meet the care plan. Completes all paper work and obtains signatures for all documents for compliance. 4. May perform the 90-day on-site visit of clients/attendants which includes an assessment of consumer satisfaction with services and the attendant's adherence to the service plan. 5. Liaison between Single Entry Point personnel to accept referrals, develop care plan, and ensure eligibility. 6. Ensure that all required documentation is completed in accordance with Agency policy weekly. 7. Participate in recruiting, hiring, orienting, training, evaluating and terminating home care attendants and direct report office staff to ensure a staffing pattern which will accomplish stated objectives and promote maximum level of utilization of health personnel. 8. Develops cooperative relationships and communicates effectively and professionally with consumers, families, co-workers and referral sources. 9. Answers incoming call for support or complaint from consumers or attendants. Investigates and reports any problem relating to consumer care and/or employee well-being to the Manager. 10. Immediately report any complaint, accident, incident, lost articles or unusual occurrence to Management 11. Other duties as assigned by the Home Care Supervisor and/or the Home Care Director. 			

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently and meet overlapping deadlines.
- Ability to exercise initiative, critical thinking, and independent judgment.
- Excellent communication skills that are clear, compassionate, and patient.
- Familiar with aging, illness, chronic and congenital conditions adversely affecting health.
- Observes confidentiality, HIPPA Compliance which safeguards all consumer related information.
- Develops a cooperative relationship and communicates effectively and professionally with consumers, families, co-workers and referral sources.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent.
- Possesses appropriate experience or training in the home care industry or closely related personal care services in accordance with agency policy.
- Experience with home care management, consumer and employee onboarding/intakes
- Maintain a current Certified Nurse Attendant (CNA) license.
- Acceptance of mission, philosophy and goals of Agency.
- Ability to work with individuals to enlist cooperation of many people to perform/achieve a common goal.
- At least 21 years of age.
- Minimum 3-5-years of home care experience.
- Valid Driver's License.
- CPR and First Aid Certification.

ORGANIZATIONAL RELATIONSHIPS

- Reports to the Home Care Director

WORKING CONDITIONS

- Works indoors in office and travels to/from consumer homes.