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| Job Title: | | Home Care Licensed Health Care Professional – Registered Nurse | | Job Category: | | | Non-Exempt | |
| Location: | | 5660 N. Academy Blvd. | | Travel Required: | | | Yes, to attendant/client homes | |
| Level/Salary Range: | | $29.00-$33.00 an hour | | Position Type: | | | Part-time – based on 12-15 hours per week | |
| HR Contact: | | Roslyn Beall | | Hours of Work | | | Varies, within business hours (M-F 8a-5p) | |
| Date posted: | | N/A | | Posting Expires: | | | N/A | |
| Applications Accepted By: | | | | | | | | |
| E-mail or Fax:  [rbeall@envidacares.org](mailto:rbeall@envidacares.org) or 719-633-0845  Attention: HR | | | Mail:  Envida – Human Resources  5640 N Academy Blvd  Colorado Springs, CO 80918 | | | | | |
| Job Description | | | | | | | | |
| Summary of function  The Home Care Licensed Health Care Professional provides the oversight and monitoring for the In-Home Support Services (IHSS) program to include the clients/consumers and attendants.  Role and Responsibilities   1. Revises care plans and provides feedback to Supervisor with suggested enhancements to the plan. If the P.A. form is missing follow-up with the physician. 2. Investigate, document and report critical incidents (death, accidents, neglect, abuse, criminal activity) (within 24 hours) of incident report the CEO and Program Director, and Supervisor of Envida. Externally contact: Colorado Public Health and Environment (CDPHE), Rocky Mountain Human Services, or other Entry Point Agency. 3. Document any changes to consumer eligibility (within 3-5 days). 4. Reviews the Care Plan and Physician Attestation for Consumer Capacity form upon initial enrollment, following condition changes, and upon the request of the client, AR 5. Internally, create plan using SMART process to ameliorate future similar incidence, set goals, implement and track changes (within 7 days). 6. Changes in care plans related to hospitalization or critical incidences or accidents, abuse or neglect, with accurate documentation (within 24 hours for critical incidences or abuse, other care plan changes reported within 3-5 days). All paperwork, logs, and/or electronic entry are completed for care plan revisions (PA forms signed) with consumer and attendant, with signatures thoroughly, accurately and completely. Provide changes and update to the Supervisor and person who does the ninety-day visits. 7. Submit Care Plan changes to TRE case manager within one week. 8. Update Envida Home Care Supervisor and employee that performs 90-day visits of any Care Plan changes. 9. Consult with client, authorized representative, and attendant in the event of a medical issue. 10. Counsels attendants and staff on difficult cases or potentially dangerous situations. 11. Provides in home service supervision for the client as recommended by their licensed Medical Professional as agreed upon by the client or their authorized representative. 12. Provides all interactions with physicians or their staff as related to consumer health completing all paper work and signatures as needed for compliance. 13. Enter any changes to care plans in EMR. 14. Responsible for verifying/ validation of skill, supervising and documenting attendant skills and competency, by utilizing check list, competency test and observation of skills immediately after initial opening of care (within 3-5days). 15. When further training is needed because skills competency is lacking or to meet the needs of consumer the RN will provide proper training to ensuring attendants are preforming services correctly and safely. Six topics are required for attendants and will be trained by the nurse: signs of elder abuse or neglect; infection control and hygiene; emergency response and first aid; bloodborne pathogens; transfer; body ergonomics and the emotional intelligence in relationship to consumer (within 30 days). Testing provided will verify learning. 16. Counsel and recommend a course of action to home care management and attendant staff on difficult cases and potentially dangerous situations. Advise the client, authorized representative or attendant in the event a medical issue arises. 17. Logs any calls on any incidences and informs key staff is responsible for maintain and update logs regarding: complaints, incident reporting and critical incidence, hospitalizations and infection control (monthly) and tracks on paper their process and resolution. 18. Participate in annual review of Quality Management Plan and Emergency Response Plan. 19. Prepare for home care audit and be available during audit. 20. Responsible for random **full** chart reviews and time sheet review and consumer calls on 10% of clients, verifying levels of care provision and satisfaction quarterly with documentation. Creating and utilizing a list of satisfaction questions. These visits shall be in person. Then following up on any needs or complaints with staff team and the attendants/care providers immediately. Tracking data on these calls and steps to rectify and issues. Revisions to charts will be provided immediately to Supervisor. 21. Develop annual plan and monitor quarterly certified education units (CEU’s) for home care staff and attendants as required. 22. Phone and office support when needed for the home care program. 23. Requests, holds accountable and tracks all Home Care employees to CHEX training certifications, insurance cards and CPR training, which are provided to HR. 24. Receives a minimum of 6 ongoing educational training topics per year. 25. Perform other duties as assigned. | | | | | | | | |
| Knowledge, Skills, and Abilities   * Adaptable in a changing environment and able to deal with frequent interruptions. * Ability to work independently and meet overlapping deadlines. * Acceptance of mission and goals of this Agency. * Excellent communication skills both written and verbal. * Requires the ability to carry out tasks and projects to their completion in cooperation with other staff members. * Experience working in diverse environments. * Ability to exercise initiative, critical thinking, and independent judgment.   Qualifications and Education Requirements   * Graduate of an approved school of professional nursing and currently licensed in the state of Colorado. * Two (2) years nursing experience, one year of home care experience preferred. * CPR Certified. * Proficient with electronic medical records systems including data and records input.   Organizational Relationships   * Reports to Home Care Director   Working Conditions   * Works indoors in Agency office and client homes and travels to/from client homes.   I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the above job description and fully understand the conditions set forth therein, and if employed as the Home Care Licensed Health Care Professional – Registered Nurse, I will perform these duties to the best of my knowledge and ability.  Signature: Date: | | | | | | | | |
| Reviewed By: | Roslyn Beall | | | | Date: | September 9, 2019 | |
| Approved By: | Gail Nehls | | | | Date: | September 10, 2019 | |
| Last Updated By: | Roslyn Beall/Trudy Hodges | | | | Date/Time: | 9/9/19 | |