

# Job Description for Home Care Manager

## Management and Operations

- Recruit, train and manage RN, Certified Nursing Assistants, Care Companions and Volunteers
- Oversee day to day operations of Home Care to ensure a welcoming and inclusive environment for participants, volunteers, and employees
- Responsible for Private Pay, Medicaid Waiver, Home Health License, WY Home Service and National Family Caregiver program billing
- Ensure all rules are followed of the above programs
- Attend annual State of WY training and bi-annual Access Care Coordinator training
- Oversee the weekly schedule for participants and staff
- Streamline operations between departments through software programs and updated policy and procedures
- Organize quarterly staff training & appreciation events
- Responsible for Time Tracking software and Axis scheduling software
- Responsible for accurate participant charting: nursing assessments, nursing delegations and quarterly participant assessments

## Grant Tracking: Data Reporting and Compliance

- Manage Wyoming Home Services grant and data reporting for home care services
- Manage National Family Caregiver grant and data reporting for home care services
- Maintain accurate scheduling and compliance to State regulations
- Responsible for Home Care client monthly data reporting to the Board of Directors
- Oversee the Home Care audit of client files for compliance with specific grant programs

## Communications

- Create a monthly article for the Senior Center newsletter
- Maintain open communication with Senior Center staff and Home Care staff
- Maintain customer database, My Senior Center, to accurately show Home Care clients
- Draft marketing and recruitment communications in print and online

## Financial

- Reconcile schedule daily for accuracy of invoicing and payroll
- Upload verified schedule monthly for Medicaid waiver clients
- Responsible for accurate participant information to accounting
- Create accurate monthly invoices for Home Care Services
- Work closely with Bookkeeper and Operations Manager to ensure accurate reporting for specific programs.