

Department: Public Health
Classification: Competitive
Grade: Grade 10 M/C

SPEC DISK BF
DOCUMENT 04

HOME HEALTH AGENCY ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, developing and directing programs, services, activities and employees of the Agency consistent with policies, State and Federal regulations and Medicare Conditions of Participation. Employees work under the general direction of a higher level employee with considerable leeway for the exercise of independent judgement in carrying out the duties of the position. The incumbent does related work as required.

In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Designs and evaluates processes and policies/procedures to improve systems, patient care results, and quality and outcomes management across the continuum of care;
Ensures policies, procedures and practices comply with administrative, legal and regulatory requirements;
Assures that services/programs meet or exceed quality, service and affordability goals;
Develops and maintains a consistent utilization management program;
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
Coordinates activities of the physician's advisory committee and the professional advisory committee with the governing authority;
Interprets agency services and policies to the general public and other health service providers;
Cooperates with the County Board of Supervisors in carrying out program policies;
May give skilled nursing care and prescribed treatments to patients in their home and clinics;
May carry out therapeutic treatments as ordered by the physician, including the giving of medication;
May instruct patient or members of the patient's family regarding disease process;
Performs the skills to inform and train users in the proper operation of software applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of current nursing practices and administration, health economics and legislation; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect the certified home health care agency; ability to work cooperatively with others; ability to communicate effectively; good knowledge in the use and operation of an electronic computer and related peripheral equipment; ability to recognize the importance of quality improvement in the success of the agency; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Nursing or health related field; or
- (B) A combination of training and experience in health services administration and at least one (1) year of supervisory or administrative experience in home health care or related health programs; or
- (C) An equivalent combination of training and experience.

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