

TITLE OF POSITION: RN COORDINATOR

TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Direct the coordination of patient care under the supervision of the Director of Nursing.
RESPONSIBILITIES
Coordinate patient care among disciplines.
Confer with Director of Nursing on problems and complaints.
Liaison between coordinating team and nursing office.
Perform all coordinating duties when necessary.
Review and direct case management notes, documenting change of aide, change in service, telephone complaints, etc.
Supervise the completion of intake forms and their appropriate routing for admission approval.
Supervise the scheduling of appropriately skilled person to fill the case; the input of the scheduling information on the computer and continue to supervise the coordination of the scheduling.
Supervise the scheduling of replacement workers as needed and the input of the scheduling information.
Communicate with patients/families on home health aide related issues.
Interview, test and check references of field staff being considered for hire and supervises the set-up of personnel files.
Take telephone referral information.
Handle matters related to staff and the patient they serve.
Supervise the maintenance of case management notes related to personal problems and/ other situations that arise with staff including those relating to patient care.
Communicate on a routine basis with contract agencies to maintain smooth relations and to obtain needed information.
Advise the Director of Nursing of all new cases to be filled and supervises the review of cases on a weekly basis.
Oversee the documentation and reporting of changes in patient status, in service requirements, in and employee staff assignment and in particular, any unsatisfactory performance.
Prepare written performance evaluations of field staff and recommend wage adjustments for them.
Supervise field staff in regard to punctuality, reliability, assignments and related matters.
Discipline field staff to include making recommendations for termination, this includes counseling and making recommendations regarding suggested discipline or corrective action where performance problems exist.
Negotiate fees based on difficult to serve or acuity level of patients.
Market Agency services, to include telemarketing.
Performance of other duties as required.
JOB CONDITIONS

Position is stressful in terms of meeting deadlines.	
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.	
It requires minimal lifting of office records and printouts.	
The ability to read 12 point and larger type is required.	
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.	
EQUIPMENT OPERATION	
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.	
COMPANY INFORMATION	
Has access to all patient medical and financial records, which may be discussed with all management staff.	
QUALIFICATIONS	
1. A state licensed registered nurse is preferred.	
2. Experience as a Coordinator.	
3. Must have a criminal background check.	
ACKNOWLEDGMENT	
EMPLOYEE NAME	
EMPLOYEE SIGNATURE	DATE