

Omega House Job Description

Position: Resident Care Coordinator

Reports to: Executive Director

Full-time Non Exempt (40 Hrs. /week)

Special Conditions: Some evening and weekend work could be required

General Summary of Duties: The resident care coordinator under the supervision of the Executive Director, is responsible for direct patient care of the residents, hiring, training, developing, evaluating and supervising aide work on all shifts, scheduling, and personnel problem solving.

Functional Duties

- Serves the residents as a member of the direct care team, while leading co-workers in gaining exceptional skills, dedication and compassion
- Works with hospice providers to assure care provided by hospice programs to Omega House residents are properly documented.
- Attends and prepares monthly staff meetings arranging or providing educational in-services for staff
- Identifies staff development and training needs and ensures that training is obtained.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques
- Handles incoming phone calls and greeting incoming staff, volunteers, visitors, etc.
- Determines and meets with potential residents for admission to Omega House.
- Serve as a point of contact, advocate, and informational resource for patient, family, care team, and community
- Prepare and maintain employee and volunteer files in accordance with state & Federal regulations, i.e. (TB Testing, background checks, HIPPA training, etc.)
- Develop and ensure implementation of procedures to assure quality facility maintenance (i.e. fire safety, sprinklers, etc.)
- Assists with Omega House fundraising activities and events
- Oversees the cleanliness & maintenance of the facility
- Perform general office functions related to QuickBooks entries and payroll processing.
- Provide managerial capacity in the absence of the Executive Director.
- Other administrative duties as directed by the Executive Director

Requirements

- Communication skills
- Customer Service Skills
- Computer and Clerical skills
- Supervisory/Management skills
- Attendance reliability
- Allow for criminal background check and drug screen
- TB Policy Compliance

Working Conditions

- Potential exposure to body fluids, air born contaminants

Qualifications

- Must be a licensed practical or registered nurse in Michigan
- 3-5 years' experience in clinical or community health/hospice setting
- Working knowledge of hospice philosophy and principles
- Ability to work independently with limited supervision
- Excellent written and oral skills
- Visual/hearing ability sufficient to comprehend written/verbal communications
- Ability to deal effectively with stress, interpersonal issues for staff and resident, grief and loss issues.
- Ability to maintain confidentiality of employees, volunteers, residents and families in accordance with Omega House policies and procedures and HIPPA regulations
- Two years' experience in office management position preferred
- Competence in use of standard office equipment (computers, fax, phones etc.)

Physical Requirements

- Working irregular hours including
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Requires occasional climbing, crawling, sitting, balancing, bending, stooping, reading, standing and walking

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. I have read, understood and had the opportunity to ask questions regarding this position description.

Employee Signature

Date