

Job Description

**Job Title:** Clinical Manager

**Classification:** Full Time/Exempt

**Education Required:** Graduation from accredited School of Nursing RN licensure; BSN

preferred.

**Reports to:** Director of Home Healthcare Agency

**Creation Date:** 06/16/17

**Revised Date:**

**Job Description Summary:**

The Clinical Manager is responsible for the clinical oversight of business lines including clinical personnel oversight and management.  The Clinical Manager is responsible for managing, directing and assigning staffing to specific client populations and other duties as necessary for client management including care coordination, orientation, clinical quality initiatives, and other duties as required by contract and/or programs.

**Essential Duties and Responsibilities**:

* Coordination of referrals/intake, initiation of insurance authorization
* Assurance in development, implementation and updates to individualized Point of Care; participates in case conference
* Case conference Point of Care updates
* Continual assessment of patient needs
* On site supervision of RN visits
* Staff competency review and annual check off’s
* Participates in executive call (every other weekend and one night per week)
* Back up for patient visits if there should be staffing shortages
* Staff education in coordination with Director/Operations Manager
* Remains current with and accountable to all federal, state, local and Agency contract and program requirements
* Other duties as may be assigned.

**Job Requirements**

**Education**: Graduate of an accredited School of Nursing – Registered Nurse; BSN preferred.

**Licensure/Certification**: Licensed as an RN in the State of Indiana.

**Experience:** At least two years of previous experience as an RN in Home Healthcare with one year of supervisory/management experience. Ability to follow physician orders and exercise initiative and independent judgment. Ability to take Executive call every other weekend and one night per week. Great customer services skills.

**Physical Requirements:** Frequent standing and walking. Ability to lift patients up to 100 pounds without assistance and greater than 100 pounds with assistance. Ability to do extensive bending, lifting and standing on a regular basis.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_