

Adult Day Health Director of Nursing Services
Supervisor: Executive Director

Qualifications:

Licensed Registered Nurse with a minimum of two years of health care experience. CPR Certification required.

Adhere to Passport, Veterans administration, and Ohio Department of Developmental Disabilities policy on Criminal Background Check

An ability to provide leadership, staff development, and to grow the Adult Day Service Programs within the philosophy of The Carr Center, Inc.

Responsibilities:

- 1). Responsible for the day-to-day operation of the Adult Day Program;
- 2). Supervise staff of the Adult Day Service Program, implement appropriate staff schedules, monitor staff certification requirements; direct and manage training of all employees within the department.
- 3). Interview and assess the eligibility of all potential clients of the Adult Day Service Program; manage the admission process within the requirements of regulations.
- 4). Maintain a safe and enriched environment for the Adult Day Program clients, volunteers and staff.
- 5). Responsible for a Center-wide infection control policy;
- 6). Manage onboarding for all new Adult Day Service Program Staff; provide or direct monthly staff training to staff to maintain compliance with all regulating agencies.
- 7). Act as the key program liaison for the Adult Day Program, provide education and community awareness of the program and the needs of individuals with Cognitive Impairments, disabilities, and family caregiver support. Assist and provide input for Adult Day Health Service marketing plan.
- 8). Monitor and operate program within approved budget
- 9). Provide and/or supervise all care coordination aspects of client needs including but not limited to transportation; medication, dietary restrictions, physician appointments, and review of client's Plan of Care,

- 10). Act as the agency's HIPAA Compliance Officer;
- 11). Maintain responsibility or maintenance of accurate health care, medication, attendance and billing records and reports required for funding sources and for client care;
- 12). Insure compliance with all Federal, State, Passport, Veterans Administration, and Ohio Department of Developmental Disabilities regulations regarding Adult Day Service Programs;
- 13). Facilitate support groups as necessary and/or directed by Executive Director;
- 14). Maintain all client records in accordance with the standards proscribed by funding sources and regulating agencies.
- 15). Perform all other duties as assigned by the Executive Director.