

Home Health Agency ADMINISTRATOR

CAREmasters Manatee LLC - Bradenton, FL

CAREmasters private duty home health care is a licensed and accredited home health agency offering a comprehensive range of high quality medical and non- medical services for healthful, safe and secure living to the Sarasota and Charlotte County community. For Manatee County, CAREmasters applies for an additional home health agency license and sets up an office in Bradenton. Begin of operations for CAREmasters Manatee is scheduled for October 2015. The Administrator will be responsible for the agency set-up, overall management and oversight of the Home Health Agency's program. This includes preparation for AHCA licensing, CHAP accreditation and operation of the agency in close coordination and cooperation with CAREmasters Sarasota management. Begin of employment will be July/August 2015. The eligible candidate is experienced in home health care administration and well familiar with the Manatee County home health care community.

Duties and Responsibilities:

The CAREmasters Manatee Administrator

- is responsible for the overall management of the Home Health Agency program.
- responsible for hiring, training, supervising, managing performance and discipline of all administrative and direct care employees and contract staff.
- responsible for requesting, recording/tracking, and storage of all required proof of training and certifications for employees and contract staff.
- ensures compliance with all Florida state and federal laws and maintain proper licensure for the Florida Home Health Agency.
- maintains agency documents for each employee and contractor to ensure proper retention requirements.
- is required to maintain processes and procedures to ensure that the selection, documentation, screening and verification of credentials for all contractors referred by the agency to meet Florida state requirements.
- prepares for and responds to Florida Agency for Health Care Administration (AHCA/CHAP) communication and audits in a timely manner.
- or the alternate administrator, must be available to the public for any eight consecutive hours between 7 a.m. and 6 p.m., Monday through Friday of each week, excluding legal and religious holidays. Available to the public means being readily available on the premises or by telecommunications.
- or the alternate administrator, is available 24 hours per day, 7 days per week for emergency phone calls, transportation of customers who are discharged from the hospital on weekends, to address caregiver or client concerns, to appropriately manage staffing, and to respond to calls from AHCA/CHAP if necessary.
- is responsible to partner with the compliance department in maintenance and updating of the emergency management plan and registration of the emergency management plan with the county.
- coordinates patient care services and oversee scheduling procedure
- sets or adopts policies for and keep records of criteria for admission to service, case assignments and case management
- manages client's records accessibility to ensure employees and contract staff has necessary access.
- notifies families of needs or problems.
- keeps accurate records for emergencies on file regarding health condition.
- completes incident reports and ensure proper safety processes are being followed.
- ensures timely and appropriate response to customer/family concerns.



- gives an orientation to all new clients, reviewing all guidelines and schedules.
- coordinates any additional medical assistant needed for the client according to client's service plan and according to company guidelines.
- maintains privacy and confidentiality of records, conditions, and other information relating to clients, employees and facility.
- assures quality client care is provided consistent with company policies and budget objectives.
- attends all mandatory meetings and in-service training sessions.
- pursues record keeping, filing and extensive usage of CAREmasters Software System "SONETO by Stratis" for the entire agency's administration process.
- has ability to travel as needed.
- must use own vehicle for travel. Must maintain a valid driver's license and automobile insurance coverage in limits that meets or exceeds Company standards.

Qualifications:

- R.N., LPN or other professional education or training and experience in health service administration and at least two years of supervisory experience in the home health care field. Must be able to read, write, and speak English, Must enjoy the senior population, enjoy working in a fast-paced, team-oriented environment.
- This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

CAREmasters is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, gender identity or expression, or other protected categories according to Florida state and local law.

The compensation for the eligible candidate will depend on the qualifications profile. It can be better than industry average and will include a variable annual incentive payment depending on achievement of communicated goals.

If you provide the required education, qualification, experience and if you are confident to start-up and manage an agency within a fast growing home health care organization, please send or email your resume and salary history:

CAREmasters Manatee LLC
PO BOX 2599
SARASOTA FL 34230

holger@caremastershomehealth.com

For further information on CAREmasters, it's values, mission, unique client attractions and comprehensive range of services provided, please see the CAREmasters website: www.CAREmastershomehealth.com

Required experience:

- Home Health Administration: 2 years minimum