

**BROCKTON VISITING NURSE ASSOCIATION
JOB DESCRIPTION**

TITLE: WEEKEND CLINICAL SUPERVISOR – BAYLOR

REPORTS TO: VICE PRESIDENT OF HOME CARE

POSITION SUMMARY:

The Weekend Clinical Supervisor (WCS) provides responsibility for coordinating, monitoring and evaluating the care provided to all Brockton Visiting Nurse Association (BVNA) patients on their assigned weekend shift for both our Home Care & Hospice Programs. In this role, the WCS is responsible for supervising the Team Coordinators and coordinates and prepares clinical assignment schedules for BVNA direct care clinical and paraprofessional staff. The WCS may perform revisits based on clinical priorities. Adheres to all BVNA policies including, but not limited to, the Confidentiality Agreement, Personnel Policies, and Clinical Policies and Procedures.

RESPONSIBILITIES:

- The Weekend Clinical Supervisor is responsible for supervising the Team Coordinators.
- Projects, coordinates and prepares clinical schedules for provider staff.
- Assigns appropriate referrals in consultation with Clinical Managers.
- Triages patient phone calls, unassigned routine visits, admissions and cases not opened.
- Maintains Agency compliance with timely initiation of care.
- Enters any new Physician Orders that received and alerts the care team.
- Generates reports as indicated to improve visit compliance.
- Serves as a resource to team members, referral sources and clients.
- Assures through Team Coordinators that providers have a full schedule.
- Places calls to clients when case not opened or not taken under care, to ensure patients' needs are met.
- Functions as a clinical resource, assisting and coaching the staff using nursing process and practice guidelines in making clinical decisions based on data and assessment of the residents.
- Ensures the continued compliance of staff with policies and procedures as well as in-service requirements, encouraging additional educational opportunity that enhances skills.
- Performs similar or related duties as assigned.
- Maintains professional licensure/certification.

QUALIFICATIONS:

- Registered Nurse required.
- Two to three years of clinical scheduling experience preferred
- Home Care and Hospice experience and medical terminology preferred.
- Demonstrable supervisory experience required coupled with exceptional customer service skills.
- Requires minimal supervision and is self-directed.
- Exceptional interpersonal skills and the ability to effectively communicate and work well with others including the patients, families and coworkers.
- Adheres to all BVNA policies including but not limited to, the Confidentiality Agreement, Personnel Policies and Clinical Policies and procedures, HIPAA and WISP.
- Possesses excellent organizational skills.

STANDARDS:

Demonstrates a commitment to the provision of superior home health services, community education, and health promotion outlined in the Mission Statement, and to our values. Demonstrates skills to assist clinicians and to follow through to meet deadlines and timeframes. Adheres to BVNA's and professional Code of Ethics. Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

All employees of BVNA are expected to display the highest standards of service excellence and embody the BVNA's motto of "More than you'd expect from home care." In order to do so, the BVNA's values (shown below) will be demonstrated throughout the course of each employee's daily activities. As each employee's roles and responsibilities may be unique, these values will also be demonstrated in a way that is unique, but supportive of the employee's overall goals and the BVNA's mission and vision. Specific expectations will be made and agreed upon between the employee and his/her manager at the time of hire and throughout the year as needed.

TEAMWORK – Through teamwork, we are committed to achieve great things.

EXCELLENCE – We are professionals achieving exceptional results.

COMPASSION – We are accountable and responsible for the success of the Agency.

COMMUNITY – It's all about you.

Adheres to BVNA's and Professional Code of Ethics. Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

