

**Job Title/Position:** *Clinical Supervisor*

**Reports To:** *Director of Clinical Services*

## **JOB DESCRIPTION SUMMARY**

The Clinical Supervisor is responsible for ensuring that patient care is coordinated and managed appropriately. The Clinical Supervisor is responsible for ensuring that care and services are delivered appropriately as well as the supervision of clinical personnel.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

1. Receives case referrals. Reviews available patient information related to case, including disciplines required, to determine home care needs. Assigns appropriate clinicians to case.
2. Reviews and evaluates each case by reviewing the services provided by clinicians, conferences, record review, discusses and verifies impressions, instructs and guides clinicians to promote more effective performance and delivery of quality home care services, and is available at all times during operating hours to assist clinicians as appropriate.
3. Reviews patient's clinical diagnosis, medications, procedures and clinical course.
4. Assists clinicians in establishing immediate and long-term therapeutic goals, in setting priorities, and in developing plan of care.
5. Attends case conference meetings with organization personnel to facilitate coordination of care.
6. Conducts quarterly record reviews and communicates findings and recommendations to Director of Clinical Services and appropriate organization personnel.
7. Assists in the screening and interviewing process of new organization personnel and makes recommendations for employment of individuals. Assists in the orientation of new organization personnel.
8. Assists Director of Clinical Services in the planning, implementation and evaluation of inservice and continuing education programs.
9. Assists in the formulation, revision, implementation, and evaluation of policies and procedures, as well as strategic goals and objectives.
10. Complies with accepted professional standards and principles.
11. Participates in public relation and community activities that promote the Organization's role as an effective member of the health care delivery system.
12. Conducts staff performance evaluations per Agency policy.
13. Promotes customer service orientation to all organization personnel.

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14. Performs other duties and activities as delegated by the Director of Clinical Services.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

**POSITION QUALIFICATIONS**

1. Registered nurse, physical therapist, occupational therapist or speech language pathologist with current licensure to practice professional nursing in the state.
2. Two years management or supervisory experience in health care setting, preferably home care.
3. Complies with accepted professional standards and practice.
4. Complies and maintains current CPR certification.
5. Demonstrates excellent observation, verbal and written communication skills.

**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 regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 position, the employee travels by automobile and is exposed to changing weather conditions.

Employee will be required to drive daily for meetings and/or visits to residential homes. Employee will work in varied residential environments based on assigned caseload.

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Employee Signature

Date