



Institute on Aging

Helping Bay Area Seniors Live Independently

POSITION DESCRIPTION

POSITION TITLE: HOMECARE NURSE

REPORTING RESPONSIBILITY: Associate Director

PRIMARY RESPONSIBILITY:

Works under the supervision of the Associate Director. The Homecare Nurse is responsible for the assessment and development of homecare plan for the participants. He/she also makes sure the plan is implemented accordingly.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 50 lb.
- Ability to reach, bend and walk.
- Five finger manipulation
- Ability to comprehend complex materials
- Ability to speak English clearly

SPECIFIC RESPONSIBILITIES:

1. Performs home visits for assessment and evaluation of participants' home care needs and develops homecare plan accordingly.
2. Monitors and evaluates the homecare services through regular home visits and client contact.
3. Documents every home visit and contact and completes weekly Intake and Assessment Report.
4. Participates in IDT's morning meetings and gives feedback on issues related to home care.
5. Coordinates information from clinic, day health center and home care staff, and family members in the provision of a homecare plan.
6. Responsible for the training, supervision and evaluation of homecare staff.
7. Provides and organizes training for staff and family members in coordination with the Homecare Department.
8. Assists the Homecare Coordinator in the development and implementation of the initial orientation and on-going education of Homecare staff.
9. On-site supervision and instruction of homecare workers in participants' home.
10. Supervises and instructs family/caregivers in care and safety of participants in their homes.
11. Meets all the administrative requirements including statistical records, medical records, utilizing computerized documentation system, attending staff meetings, etc.

12. Collaborates with IDT in the development and implementation of plan of care.
13. Collaborates with Quality Improvement Department in implementing and evaluating quality improvement standards and activities, such as Utilization Review and Quality Improvement.
14. Participates in multidisciplinary team /family meeting to meet the PACE guidelines and standards in complaints, incidents and grievance.
15. Participates in IOA committees, such as Infection Control, Utilization Review, Quality Improvement, and End of Life.
16. All other reasonably related tasks as assigned.

EDUCATION AND EXPERIENCE:

1. Licensed RN, State of California. Public Health Certificate preferred.
2. Experience in acute care (at least one year) and homecare (at least 2 years) required. Independence in clinical practice.
3. Geriatric nursing expertise and preferred palliative care experience.
4. Ability to work within the interdisciplinary team with initiative, imagination, resourcefulness and flexibility.
5. Computer literacy.
6. Cultural competency and the interest and ability to work within a multilingual, multicultural environment.
7. Multilingual Cantonese/English speaker a plus.

Institute on Aging reserves the right to revise job descriptions or work hours as required.

Print Name: _____

Signature: _____

Date: _____