

On-Call Supervisor

Exercises good communication skills (both orally and in writing) in working with the field staff, office personnel, and referral sources.

Provides direction, support and motivation to subordinate employees to work towards a common goal. Counsels on work related activities in an effort to increase productivity and also for the purpose of development.

Demonstrates use of basic office equipment: computer/laptop, copy machine, fax machine. Capacity to learn and effectively utilize software used by Stay in Home Care.

Manages a flexible work schedule (including weekends) in accordance with company attendance and reporting policies.

Maintains access to reliable vehicle and has a willingness to travel.



Key Competencies:

- Organizational Skills
- Interpersonal and Communication Skills
- Decision Making Skills
- Problem-Solving Techniques
- Conflict Resolution Skills
- Self-Motivation and Teamwork
- Leadership and Motivational Skills
- Time and Stress Management

Certificates, Licenses and Registrations

Current CPR (Cardiopulmonary Resuscitation) certification required

Valid State driver's license and proper automobile insurance coverage

Active professional affiliations and national certification in related specialty desirable

Education and Experience

GED

Minimum of 1 year of supervisory or administrative or administrative experience in home health care, hospice care or a related health programs

Minimum of two (2) years of experience as a registered nurse, or one (1) year of full-time experience providing direct patient care in home health setting.

Two (2) years home health care experience preferred

Physical Demands (*Reasonable accommodation may be made to assist individuals with disabilities*)

Employee frequently lift or move objects weighing up to 50 pounds. Must be able to walk, sit, stand, lift bend and reach with hands and arms.

Employees may spend long periods of time on the phone or viewing a computer screen. Must have good auditory, visual skills.

Employee must spend around 95% of the time working on phone and or computer.