



# Onslow County Position Vacancy Announcement

## SENIOR SERVICES

### POSITION TITLE: HOME HEALTH AND HOSPICE SUPERVISOR

**Position Number**  
5154-40

**Hiring Range**  
\$44,704 - \$58,115

**Opening Date**  
November 12, 2010

**Closing Date**  
Until Filled

**How to apply?**  
Applications must be submitted  
by 5 pm on the closing date to:

**Onslow County HR**  
220 Georgetown Road, Suite 100  
Jacksonville, NC 28540  
910-347-7600 Phone  
910-347-2793 Fax

**Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.**

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER  
M/F/D/V

#### Position Responsibilities

This position is responsible for assisting in the operation of Home Health and Hospice services. Duties include assisting the Home Care Programs Administrator with planning of work operations for the services and implementing changes effectively. Guides and coordinates staff activities; recommends disciplinary action when necessary. Reviews client records for accuracy, completion and adherence to Medicare/Medicaid guidelines; insures federal and state standards for Home Health and Hospice are met. Participates in daily and weekly scheduling of Home Health and Hospice visits and coordination of services; assigns clients to appropriate staff. Provides staff training; teaches CPR and First Aide classes to staff. Supervision is exercised over all division personnel. Prepares a variety of reports on activities and programs, including billing reports, reviews time sheets, travel sheets and leave slips; maintains necessary files and logs. Ensures current licensure of all staff; performs related tasks as assigned. Work is performed under general supervision by the Home Care Programs Administrator.

#### Knowledge, Skills, and Abilities

Knowledge of:

- ◆ And skilled in administration and organization of a home health and hospice program;
- ◆ Educational methods and training techniques;
- ◆ Rules and regulations governing home health agencies;
- ◆ And skilled in supervisory role of a home health and hospice program.

Ability to:

- ◆ Plan, coordinate and supervise the work of others and to present findings, comments, opinions clearly and concisely in oral and /or written form;
- ◆ Exercise good judgment in appraising situations and making decisions;
- ◆ Plan and execute work effectively and to deal tactfully with the public and other health professionals.
- ◆ Plan, conduct and evaluate training sessions on topics related to home health and hospices services;
- ◆ Communicate effectively and work in a consulting capacity if needed;
- ◆ Establish and maintain effective working relationships.

#### Minimum Education and Experience Requirements

Graduation from an accredited school of professional nursing and four years of professional nursing and supervisory experience, preferably in home health and hospice settings.

#### Special Requirements

Must possess an appropriate driver's license valid in the State of North Carolina; an RN license valid in the State of North Carolina; and possess or obtain certification to teach CPR and First Aid. Copy of RN licensure must be submitted with application to be considered for position.