



## **Assistant Clinical Director Job Description**

**Job Title:** Assistant Clinical Director

**Job Summary:** Responsible for the day-to-day management of all Clinical Services as required by the Clinical Director

**Reports to:** CEO/Administrator/President and Clinical Director

### **Essential Functions:**

- Responsible for assisting in all day-to-day clinical operations
- QA:
  - Review all documentation of visit notes for HHA's. Assist with reviewing nursing and therapy notes as requested by the Clinical Director (CD)
  - Assist CD to Review all OASIS documents such as recertifications, SOC, ROC, and discharge, as requested
  - Review all new orders, ensure orders are sent to the appropriate provider for signature, report to CD any providers who are resistant to signing orders timely. The goal is to have all orders signed and returned to be put into the EMR within 30 days.
  - Assist CD to Review all POC for nursing, therapy, and HHA
- Supervision of all HHA, LPN patient care. Assist CD to review all clinical staff on an annual basis for skills competency and annual evaluations
- Co-sign Disciplinary action for any infractions of duties for clinical staff
- Participate in Staff Education for all Clinical Staff
- Governing Board member
- Team Member for QA, Infection Control, and Emergency Preparedness Committees
- On-call 24/7 for any clinical issues that may arise or require assistance to handle behind CD
- Review all applications for clinical positions including phone and/or in-person interview's.
- Participate in the orientation process for the clinical content
- Ensure Clinical and Corporate Compliance with all state, Federal, and other rules and regulations
- Participate in review, writing, updating all policies and procedures
- Assist CD to hold annual and/or semi-annual Emergency Preparedness Drills
- Assist CD to organize and lead annual staff competency workshops
- Maintain PR/Community Relations as needed.
- Other duties as assigned

### **Minimum Qualifications:**

**Knowledge of and understanding of the core mission, objective and functions of the home health care services, including applicable rules and regulations.**

**Possess a minimum of two (2) years of experience in the health care related field and at least one (1) year of which must be in the position of home health care and supervisory experience.**

**Strong leadership ability**

**Strong ethical and corporate compliance**

**Strong interpersonal communication skills**

**Strong organizational skills**

**Be a Team Player**

**Acknowledgement:**

**I understand that I may be called upon to perform additional duties if the work is similar, related, or a logical assignment to the position. I have read and understand this job description, and I agree to perform such duties to the best of my ability.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Clinical Director**

\_\_\_\_\_  
**Date**

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**CEO/Administrator/President**

\_\_\_\_\_  
**Date**