

Job post summary – Administrator/Clinical Supervisor (RN)

Pay: \$80,000.00 - \$95,000.00 per year

Job description:

Job Overview

Access Home Health Care of Indiana is seeking an experienced and knowledgeable **Administrator/Clinical Supervisor (RN)** to lead our Skilled Nursing Home Health Agency as we prepare for licensure and future Medicare certification.

We are a home health agency providing Skilled Nursing and Home Health Aide services in patients' homes.

The ideal candidate has prior Home Health Care leadership experience and is comfortable working in a startup environment.

Responsibilities

Regulatory & Administrative Leadership

- Serve as Administrator and Clinical Supervisor for a Skilled Nursing Home Health Agency
- Prepare agency systems for IDOH Licensure survey
- Develop and maintain policies and procedures aligned with CMS Conditions of Participation
- Lead preparation for Medicare enrollment and certification
- Always be survey ready.
- Oversee Emergency Preparedness compliance
- Establish and maintain QAPI program

Clinical Oversight & Staff Development

- Supervise all Skilled Nursing and Home Health Aide services
- Review and approve Plans of Care and physician orders
- Ensure timely documentation and regulatory compliance
- Implement OASIS processes in preparation for Medicare certification
- Oversee infection control and patient safety practices
- Develop and conduct orientation programs for Registered Nurses and Home Health Aides
- Train clinical staff on agency policies, regulatory requirements, documentation standards, and patient care protocols

- Evaluate competency of Registered Nurses and Home Health Aides upon hire and annually
- Conduct performance evaluations and provide corrective action or coaching as needed
- Ensure ongoing staff education and compliance with IDOH and CMS standards
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Operational Development

- Assist in building clinical workflows and admission processes
- Develop documentation standards
- Support hiring and competency development of clinical staff
- Coordinate compliance systems necessary for Medicare application
- Oversee documentation review, medical records management, and ensure accurate data entry within EMR/EHR systems.
- Ensure compliance with HIPAA regulations and maintain the confidentiality of all medical records and resident information.
- Coordinate with interdisciplinary teams to facilitate smooth operations across assisted living, home health, hospice care, or acute care settings.
- Manage MDS assessments in accordance with Medicare requirements to optimize reimbursement and quality metrics.
- Monitor clinical procedures, medication administration, and documentation for accuracy and compliance.
- Lead efforts in quality assurance, safety protocols, and continuous improvement initiatives within the facility.
- Stay updated on healthcare regulations impacting nursing practices and ensure facility compliance with state and federal laws.

Skills & Qualifications

- Active, unrestricted Indiana RN license
- Minimum 3–5 years Home Health experience
- Prior experience as Director of Nursing or Administrator in Home Health preferred
- **Strong knowledge of:**
- CMS Home Health Conditions of Participation (42 CFR §484)
- OASIS documentation and PDGM
- Physician order management
- Experience preparing for or participating in IDOH or CMS surveys
- Proficiency in EMR/EHR systems used in Home Health

- Knowledge of HIPAA regulations and healthcare compliance standards
- Strong leadership and team development skills
- Ability to manage regulatory compliance in a startup or relaunch environment
- Excellent communication skills with patients, families, physicians, and regulatory agencies

Job Type: Full-time (At least 30 hours a week)

Benefits:

- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance

Work Location: In person

Please contact us:

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