



Assistant Director of Nursing

Altra Homecare Group

Kokomo, IN 46902

Job Details

Full Time

Salary: \$75,000- \$90,000

Seniority Level: Assistant to the Director

Description:

Altra Homecare Group is actively searching for an Assistant Director of Nursing (ADON). The ADON will be responsible for all clinical oversight from admission through discharge of patients. Clinical oversight will include, but is not limited to; personnel management, care management, ensuring compliance to all Federal/ State/ local requirements, as well as Altra Homecare Group's requirements.

Job Duties and Responsibilities:

- Manage caregivers and field staff, investigates clinical issues and concerns, provides coaching and disciplinary actions when necessary
- Facilitates competency testing during orientation and on a continued basis
- Provides client care coordination
- Maintain open lines of communication with patients and caregivers
- Monitor patient care to ensure quality and appropriate services are being rendered
- Participate in interview and hiring process of internal and external employees
- Act as a liaison to the business development manager
- Maintain healthy working relationships with office staff and external staff
- Strict adherence to Federal/State/Local laws and regulations, as well as Altra Homecare Group rules and regulations
- Assist and support marketing efforts
- Perform other duties as assigned

Requirements:

- Active RN license, BSN preferred

- At least one year of Home Health Care Experience (Preferred)
- One year of supervisory/management experience
- Valid Driver's License

Physical Requirements:

- Must be able to speak, write, read, and understand English
- Must be able to travel locally
- Must be able to lift 50 pounds
- Must be able to walk for long periods of time, stand, and kneel as necessary
- Must be able to sit and climb stairs
- Must be able to reposition patients sufficiently, and move equipment w/o assistance
- Must be able to respond appropriately mentally and physically to emergency situations

Environment:

- Required to provide duties in an office setting during agency hours
- Must be comfortable with in-home patients visits, admissions, and certifications

Benefits:

Altra Homecare Group sees our employees as our strongest resource. By joining the Altra family, you are eligible for:

- Medical plans
- Dental plans
- Vision plans
- Competitive pay
- Health insurance
- Life insurance
- 401k savings plan
- Paid time off (PTO)
- Direct Deposit payment

About us:

Altra Homecare Group is fully invested in a collaborative approach to provide care that meets every client's individual needs. We are a community based, full-service homecare agency. Our team is relentless in our approach to coordinate care in conjunction with a patient's family, physician, or insurance company. By taking our relationship based - patient first approach, we aim to meet the needs of every patient from the comfort of their home.