**GREEN RIVER AREA DEVELOPMENT DISTRICT**

# JOB DESCRIPTION

**POSITION TITLE: In-Home Services Manager**

**FAIR LABOR STANDARD ACT CLASSIFICATION: Exempt**

**ESSENTIAL JOB FUNTIONS**

1. Assist in the development of GRADD program policies and procedures relating to assigned areas of service.
2. Assist with program planning, development, coordination, and monitoring.
3. Assist with program coordination with related state agencies.
4. Familiarity with Homecare and Title III contracts and regulations.
5. Familiarity with state data management system.
6. Assist with intake/referrals and direct to appropriate case managers.
7. Provide supervision and direction for case management team including all new orientation and coordination of training programs.
8. Review all new Homecare and Title III client charts and plans of care to assure correctness and compliance with program policies.
9. Monitor programs, including client charts, to assure compliance with program policies, effectiveness of program services, and efficiency and timeliness of staff responsibilities.
10. Coordinating services with program service providers.
11. Complete sub provider monitoring annually.
12. Maintain monthly contacts with providers to discuss program or client concerns.
13. Document all necessary information as appropriate.
14. Review and monitor monthly unit projections of in-house and contractor services, and relay information to appropriate individuals.
15. Assist Director of Aging and Social Services in daily operations.
16. Attend staff and program meetings/events as assigned.

**OTHER JOB RESPONSIBILITIES**

1) Public relations for GRADD.

2) Assist with special projects as assigned.

3) Responsible for duties as assigned under Case Manager job description as necessary.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

**Degree Required:** Bachelor’s or master’s degree in social work, gerontology, sociology or field related to geriatrics and two years related experience. Bachelor’s or master’s degree in nursing with current Kentucky nursing license and two years related experience. A Kentucky registered nurse with a current Kentucky license and two years related experience.

**Experience Required:** Supervisory experience and skills preferred. Reliable transportation required. Broad knowledge of the problems and needs of senior citizens and other client groups. Broad knowledge of GRADD programs, community groups and service organizations.

**Skills Required:** Goodcommunication skills with participants, contractors, providers, co-workers, and those under supervision. Good written communications skills.