

TITLE OF POSITION: HOME HEALTH LVN COORDINATOR
CLASSIFICATION: NON-EXEMPT
RESPONSIBLE TO: HOME HEALTH NURSING SUPERVISOR
LIFTING REQUIREMENTS: UP TO 30 POUNDS
EFFECTIVE DATE: JUNE 12, 2007
REVISED DATE: APRIL 18, 2017

GENERAL DESCRIPTION:

Under the supervision of the Home Health Nursing Supervisor, the Home Health LVN Coordinator will ensure participants receive proper in-home skilled nursing services as scheduled. The Home Health LVN Coordinator, as needed, will also provide services to participants in their homes who require skilled nursing care. Nursing care is provided under physician's orders and under the supervision of an RN.

RESPONSIBILITIES:

1. Assists Supervisors with assuring participants are assigned the appropriate personnel to meet the level of care needs assessed for each participant.
2. Meets on a daily basis with supervisor to review status of cases and schedules.
3. Responsible for assigning participants' care to nurses under the direction of the RN SN Supervisor.
4. Assists in locating staff, communicates messages and other pertinent staffing information.
5. Posts monthly chore hours on MSURS and keeps daily logs accurate and up to date.
6. Receives faxes from clinics and checks with SOC log book to see if it is a SOC, Re-cert., Re-admit, or regular notes.
7. Maintains accurate documentation in communication binder.
8. Assist in obtaining and filing applicable documents in HH charts.
9. Responsible for notifying participants and responsible party for coverage's and/or changes in staffing.
10. Review order with RN SN Supervisor and notifies nurses of visits to be done via Calendar.
11. Set up Calendar for nurses and obtains monthly orders from clinic.
12. QA's skilled nurse notes and fax paper work to Medical exchange, nurses and outsource

venders.

13. Have weekend schedule ready no later than Wednesday with assistance and review by RN SN Supervisor.
14. Responsible for acting as back up for morning meetings; as well as to take notes in PCP meetings when supervisor is not in.
15. Responsible for all in-coming calls to Skilled Nursing.
16. Submit paperwork for SN payments to HH Administrative Secretary and update folder with Bio's and ATS sheets.
17. All other duties and tasks appropriate for the needs of the department as determined by department head.
18. Documents care provided and the participant's/family response to nursing interventions.
19. Reports significant observations to the physician and or RN.
20. Recommends discontinuation of nursing and or personal care services to the RN responsible for the participant based on the evaluation of the participant's progress and goal achievement. Participates in plans for participant discharge from Home Health Services.
21. Completes and submits required paperwork in a timely manner according to Bienivir's HH policies. Post MSUR home visits within 24 hours of service delivered.
22. Other duties and responsibilities as delegated by RN supervisor and/or RN Administrator.

QUALIFICATIONS / REQUIREMENTS:

1. Graduation from a State approved school of nursing.
2. One year of experience in a medical setting.
3. Possesses a current Texas License as a Licensed Vocational Nurse.
4. TB test or chest X-Ray.
5. Bilingual (English / Spanish).
6. Current CPR certification.
7. Current driver's license and automobile insurance.

KNOWLEDGE / SKILLS / ABILITIES:

1. Ability to function independently in a home health setting.
2. Ability to make independent decisions and take proper actions within the scope of a licensed vocational nurse.
3. Good communication and organizational skills.
4. Computer literate.
5. Ability to work under stress.
6. Good with nursing procedures/principles to apply to teaching/perform procedures applicable to skilled care in the home.
7. Good with use of DME in the home.
8. Maintain effective working relationship with staff.

BIENVIVIR ALL-INCLUSIVE SENIOR HEALTH reserves the right to change or modify the job description and work hours as required by the program and business necessity.

EMPLOYEE STATUS: Full Time _____ Part Time _____ PRN _____ Temporary _____

EMPLOYEE SIGNATURE: _____ DATE: _____

EMPLOYEE PRINT NAME: _____