Exempt Status: Salaried

**Qualifications:**

The RN Personal Care Supervisor shall have the following qualifications:

1. Be licensed as a registered nurse in Wisconsin pursuant to S.441.06, state.
2. Have at least one year of supervisory or administrative experience in personal care services or in a related program.

**Essential Job Responsibilities:**

1. Evaluate the need for service and make referrals to other services as appropriate.
2. Secure written orders from the recipient’s physician. These orders are to be renewed once every three months unless the physician specifies that order covering a period of time up to one year is appropriate, or when the recipient’s needs changed, whichever occurs first.
3. Develop a plan of care for the recipient, giving full consideration to the recipient’s preferences for service arrangements and choice of personal care workers, interpret the plan to the personal care worker, include a copy of the plan in the recipient’s health record, and review the plan at least every (60) days or as per funding source requirements.
4. Monitor visit records (timesheets) for personal care workers and instruct on their use, when needed.
5. Give the worker written instructions about the services to be performed and demonstrate to the worker how to perform the services, when needed.
6. Evaluate the competency of the worker to perform the services as required.
7. Assist in developing and implementing training programs for personal care workers.
8. Attend training sessions and conferences as needed.
9. Supervise other home care support staff when deemed appropriate including LPN’s and personal care workers.
10. Perform other case management duties as needed, ie., follow-up, set-up case conferences, etc.
11. Participate in “on-call” rotation (for after hours coverage) and be willing to flex hours to cover “off hours” visits when needed and/or as requested.
12. Must have driver’s license and reliable vehicle to perform assigned duties.

**Non-Essential Duties:**

1. Participates as a member on selected committees/teams.
2. Performs office duties as applicable to position.
3. Encouraged to attend functions and job related activities for SAI Home Health/Society’s Assets, Inc.
4. Other duties as assigned.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to lift a reasonable weight. Physical flexibility to match requirements of position.

**Emotional Demands:**

Must be able to remain calm in challenging or difficult situations. Must project customer service standards of excellence – must treat clients/consumers and staff with respect, dignity and kindness regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

**Accountability:**

The RN Personal Care Supervisor is accountable to the Home Care Manager in respective office and the Director of Home Care.

**Job Description Review:**

I have read and understand the job description for RN Personal Care Supervisor.

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Signature Date