



## *Supervisor*

Job Title: *Supervisor*

Supervised By: Agency Manager

Supervises Directly: Direct Care Staff

Job Summary: Serves as a supervisor to all field staff to assure agency policies and state regulations are met in the care provided; serves as liaison between direct care staff and operations staff; and as liaison among the Agency, clients and their representatives and general community.

### **DUTIES AND RESPONSIBILITIES:**

1. Serves as a liaison between this Agency and clients and other agencies in the community regarding patient care and clinical matters.
2. Keeps the lines of communication open between personnel and the Agency to assure the flow of patient care information.
3. Participate in the field according to staff needs, covering supervisory visits, follow-up, and problem resolution in patient care.
4. Provides information and reports to Agency Manager as instructed.
5. Represents the Agency at all times in a professional and loyal manner.
6. Participates in staff development activities and in-service meetings to educate the personnel as requested by Agency Manager.
7. Attends agency staff meetings and in-services.
8. Participates in the development of identifying future niches for services.
9. Follows up with intake/staffing coordinators to ensure that referrals are admitted timely and a report on admissions is given to Agency Manager.
10. Completes all supervisory visits per agency policy and state rules, documenting the visits.

### **EXPERIENCE REQUIRED:**

1. Should have budget development and monitoring abilities.
2. Must have proven management and communication skills.
3. Must have proven ability to act as liaison among clinical and non-clinical publics.

### **QUALIFICATIONS/EDUCATION REQUIRED:**

1. Completion of the PCP course and documented competency, and
2. Experience or training in supervision.

### **ABILITIES, SKILLS AND KNOWLEDGE:**

- Demonstrated ability to coordinate work activities of staff.
- Excellent oral and written communications skills with proven ability to communicate with technical and non-technical users.
- Ability to read, analyze, and interpret policies, intake forms and written communication.
- Ability to read and interpret notes from other caregivers as well as respond to them verbally and in writing.

Supervisor (cont'd)

**ABILITIES, SKILLS AND KNOWLEDGE:** (cont'd)

- Ability to effectively present information to clients and employees and community members.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to send/receive emails and use the internet for research and informational purposes.
- Ability to use MS Excel to create a spreadsheet with minimal instruction.
- Ability to use MS Word for communication and documentation purposes.
- Ability to use independent judgment to manage and impart confidential information.
- Skill to attend to multiple tasks at once which are time sensitive.
- Basic knowledge of Windows operating system and ability to advance computer skills as required.
- Ability to establish and maintain effective working relationships with fellow employees and the public.

**SPECIAL REQUIREMENTS:**

- Current TB screening upon hire and annually thereafter;
- Possession of a valid Colorado Driver's License with reliable transportation and applicable car insurance; Current immunization history, after job offer and before starting job.

**PHYSICAL REQUIREMENTS:**

- Ability to regularly sit, stand, stoop, bend, kneel, walk, balance, crouch, crawl, push, pull, reach with hands and arms and talk and hear.
- Ability to frequently use hands to finger, handle, or feel.
- Ability to occasionally climb and use sense of smell.
- Ability to frequently lift and/or move up to 15 pounds and occasionally lift and/or move 100 pounds.
- Ability to use close vision, distance vision, color vision, peripheral vision, and depth perception.
- Ability to adjust focus.

**WORK ENVIRONMENT:**

- The employee is frequently exposed to outside weather conditions.
- The work environment is highly variable, as care is provided in private homes.
- Lighting, acoustics, air quality, temperature and environmental hazards are not predictable.
- The employee is occasionally exposed to wet and/or humid conditions, household pets/animals, fumes or airborne particles, and toxic or caustic chemicals.
- The noise level in the office work environment is usually moderate.

**TRAVEL:**

The employee is required to travel frequently to complete agency business.

I have received and understand the information contained above. I am able to complete the job as outlined.

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Supervisor Signature/Title

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Supervisor Name Printed

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Date

# Clinical Supervisor Performance Evaluation

Employee		Date Hired
Job Title	Salary/Hourly Wage	Date of Review

Evaluation of Performance	S/W N/A*	Comments
Team Player		
Meets Deadlines		
Organizational Skills		
Communication Skills		
Leadership Ability		
Interaction With Co-Workers		
Attendance		
Quality of Work		

\*S=Strength; W=Weakness; N/A to position expectations

Evaluation of Job Specific Duties;	Exceeds Meets NI Needs Improvement	Comments
Liaison between agency, Drs, hospitals and community		
Keeps lines of communication open between agency personnel and area facilities to assure flow of pt care information		
Participates in the field to staff needs, supervisory visits, follow-up and problem solving		
Provides information and reports to Administrator as indicated/instructed		
Represents agency in professional manner		
Participates in staff development and in-services as assigned		
Provides and attends nursing meetings and case conferences		
Initiates projects to improve patient care and community education		
Participates in developing services lines		
Follows up on intake and staffing to ensure referrals admitted per start of care orders		
Provides 24 hour supervisory on call support		

<b>EMPLOYEE:</b>		<b>Date of Review:</b>
<b>Evaluation of Job Specific Duties;</b>	Exceeds Meets NI Needs Improvement	<b>Comments</b>
Participates, as requested, in orientation of new staff, in-service education, continuing education, utilization review, or QI/QA programs.		
IF covering clinical visit, an annual direct observation of skills completed		
Maintains CPR certification		
Completed TB screening annual		
Annual topics of education completed: _____		
Other		

**Employers' Comments**


**Employee's Comments**


**Goals**


Date of Next Evaluation:  Annual     Additional to Assess Progress to Goal \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Infiniti Supervisor

\_\_\_\_\_  
Date



## Annual Supervisory Visit

### C.N.A. RN LPN PT OT SLP MSW

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of employee

**Staff Information**

Item	Exceeds	Meets	Does Not Meet	Comments
1. Reports for work assignments as scheduled.				
2. Identified self by name and title to the client and explained duties at first visit.				
3. Demonstrates courteous behavior toward the client.				
4. Demonstrates cooperative behavior with the client and others.				
5. Demonstrates positive and helpful attitude toward the client and others.				
6. Demonstrates competent skills and expertise.				
7. Demonstrates adequate communication skills.				
8. Follows client plan of care.				
9. Documentation is neat, timely and shows skilled interventions provided in the home.				
10. Informs supervisor of client needs and conditions as appropriate in a timely manner.				
11. Adheres to home health care agency policy and procedures.				
12. Utilizes proper body mechanics.				
13. Complies with home health care agency dress code.				
14. Skilled Interventions observed:				
16. Other: (specify)				

Signature of Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_