

Private Duty Salary & Benefits Report Job Descriptions

- 1 **EXECUTIVE DIRECTOR/CEO** - Top level position in the agency. Is owner or reports to Board of Directors. Responsible for profitability, planning and overall administration. Accountable for all activities and departments.
- 2 **DIRECTOR OF HOSPICE** - Top level position in the Hospice agency. Is responsible for the direction and overall functions of the hospice or hospice program.
- 3 **CHIEF OPERATING OFFICER/PROGRAM DIRECTOR** - Reports to CEO or parent organization. Responsible for assisting and coordination of agency activities for all departments. Plans, directs, and coordinates all activities. May work for a free-standing agency or operate a multi chain branch.
- 4 **TOP LEVEL FINANCIAL EXECUTIVE** - Top level position in Finance Department. Responsible for direction and coordination of activities concerned with financial administration, treasury functions, budgets, general accounting, client business services, computer systems, physical plant, and financial and statistical reporting.
- 5 **TOP LEVEL MARKETING EXECUTIVE** - Responsible for marketing to viable markets. Fulfills marketing goals by generating new business and maintaining existing business. Explores new business opportunities through referral sources as well as promoting existing business. Responsible for preparation and implementation of a yearly marketing plan.
- 6 **TOP LEVEL HUMAN RESOURCE EXECUTIVE** - Implements policies and procedures to achieve objectives of the facility and to ensure maximum utilization of personnel. Responsible for recruiting, screening, and hiring new employees as well as managing the employee disciplinary process.
- 7 **DIRECTOR OF CLINICAL SERVICES** - Plans, implements, and directs nurses, caregivers, and the provision of care to ensure quality care and appropriate quantity of services. Has authority and responsibility for operation of programs. Interprets policies and regulations to all nursing personnel and ensures compliance. Analyzes and evaluates nursing and related services rendered to improve quality of care and to better utilize staff time and abilities.
- 8 **STAFFING COORDINATOR** - Responsible for scheduling skilled nursing and aide personnel to ensure appropriate staffing, utilizing computer staffing software. Duties include recruiting, interviewing, providing daily reports, and promoting staff retention.
- 9 **DIRECTOR OF REIMBURSEMENT/BILLING** - Manages the agency billing function by planning, organizing and supervising all reimbursement to promote the optimum benefit coverage for clients and reimbursement of all services. Manages the coordination of documentation necessary for Medicaid and Waiver programs, reimbursement and control of receivables.
- 21 **REGISTERED NURSE (RN)** - Provides services for clients consistent with the agency's philosophy, policies, and standards of care. Meets state educational and licensure requirements to practice.
- 22 **HI TECH NURSE** - Provides services such as I.V. therapy, ventilator care, and any other service that requires specialized training of technical skills. Meets state educational and licensure requirements to practice.
- 23 **PRACTICAL NURSE (LPN)** - Provides services under the direction of a Registered Nurse, for clients consistent with the agency's philosophy, policies, and standards of care. Meets state educational and licensure requirements to practice.

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- 24 PSYCHIATRIC NURSE** - Responsible for the care and needs of psychiatric clients. Meets state educational and licensure requirements to practice.
- 25 PEDIATRIC NURSE** - Provides nursing services to infants, children, and adolescents. Assesses significant behavior in relation to the child's illness through understanding of children's growth and development patterns.
- 26 CERTIFIED HOME HEALTH AIDE** - Provides personal care services under a medically supervised plan of care. Meets federal and/or state training and licensure requirements.
- 27 SITTER/PERSONAL CARE AIDE** - Performs various resident care activities and related nonprofessional services essential to caring for personal needs and comfort of residents. Assists with environmental services such as housekeeping and homemaking. Function does not include activities accorded a **Certified Home Health Aide**.
- 28 LIVE-IN COMPANION** - Provides personal care services under a medically supervised plan of care. Meets federal and/or state training and licensure requirements. Stays overnight in the client's home, with breaks during the day and a full night's sleep each night.
- 29 MEDICAL SOCIAL WORKER** - Responsible for Care Management. Identifies and analyzes the social and emotional factors underlying client illness and communicates these factors to the health team. Assists clients and their families in understanding and accepting treatment to permanent and temporary effects of illness. Master's Degree required.
- 40 BILLING CLERK** - Processes, verifies, bills and coordinates billing matters. Responsible for managing bank accounts, tax deposits, payroll, billing, Accounts Receivable and Accounts Payable.
- 41 SECRETARY/CLERK II** - Performs a variety of complicated clerical tasks and computer entry in the processing of non-routine transactions. Functions may include typing reports, formatting computer documents, memoranda, etc., and filing of various documents.
- 42 SECRETARY/CLERK I** - Performs simple, routine, clerical tasks, and computer entry in the processing of various transactions. Functions may include some typing, copying and filing of various documents.
- 43 RECEPTIONIST** - Greets and directs visitors entering the premises. Operates phone system to take and relay incoming calls. May perform simple, routine clerical and/or typing tasks.