

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Director

DEPARTMENT: Health Services

TITLE OF POSITION: Health Services Director

IMMEDIATE SUPERVISOR: Executive Director

NORMAL WORKING
HOURS SCHEDULED: Flex to 40 hours/week including evenings and
Weekends as needed (Exempt position)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Current Ohio license as a registered nurse; 2) Bachelor's of Science in Nursing (BSN) preferred; 3) Minimum of five (5) years experience in human services required (two) (2) years of working with individuals with ID/DD preferred; 4) Minimum of five (5) years supervisory experience required; 5) Knowledge of Medicaid regulations required; 6) Ability to meet deadlines; 7) CPR BLS Certification required; 8) Ability to prioritize work, work independently and motivate others . 9) Ability to push, pull, bend, sit, and stand for extended periods to time; 10) Ability to lift up to 50lbs.

POSITION REQUIREMENTS

1. Hires, supervises, and evaluates Nursing Department Personnel, Therapists, and Dietician.
2. Ensures Health Services support of habilitation services and coordinates service delivery.
3. Ensures compliance with Medicaid, Licensure, and all other regulatory standards.
4. Ensures adequate Health Service staff coverage at all times.
5. Promotes the principle of active treatment, normalization, autonomy, and self-determination.
6. Ensures medically related unusual incident reporting is complete and timely.
7. Plans, implements, and monitors infection control procedures.
8. Ensures OSHA requirements regarding infection control are met.
9. Ensure responsible expenditures within Health Services Department and that the Health Services Department's spending is within the limits of the approved budget.
10. Completes all necessary documentation in a timely manner.
11. Represents the Anne Grady Corporation as time and place dictates.
12. Ensures that health services are provided in accordance with the individuals' needs and all applicable local, state, and federal laws, regulations and standards.

Job Description: Health Services Director

Page 2 of 2

13. Ensures delivery and oversees Nursing Services in all areas of Anne Grady Services.
14. Oversees Therapy Services.
15. Promote teamwork from nursing and therapy staff to the direct care staff (DSP, Supervisors, and QIDPs, Managers and Director).
16. Provides on-call nursing consultation to nursing staff for Nurse Practice issue and administrative concerns.
17. Acts as Administrator on call as assigned.
18. Communicates professionally with internal and external partners to ensure delivery of quality services at all times.
19. Ensures Individuals are free from abuse and neglect to the extent possible.
20. Reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
21. Ensures medical, dental, Lab, x-ray, and pharmacy services are available.
22. Performs all other related duties as assigned.

List of positions supervising.

If more than eight, list totals only.

- Anne Grady Center Nursing Staff
- ICF- Community Nursing Staff
- Therapy Staff
- Dietician

Signature of Executive Director Date

Signature of Employee Date

Form Pr-105
Revised: 3/2022