



# Vice President of Home Care

**Agency ID: 1014**

**Location: Concord, New Hampshire**

**Job Type: Full Time**

**Category - Management - VP**

## Description

Reporting to the President/CEO, the Vice President of Home Care is responsible for the day to day operational management of the Home Care Program, and provides leadership oversight to other programs as appropriate. Responsibilities include supervision and coordination of all aspects of the Home Care Program and Paraprofessional Services. Provides leadership by developing and implementing strategies that will improve the delivery of services throughout the entire organization and increase awareness within all service lines and general community. Supervises the Home Care Management Team, as well as Paraprofessional Services.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as a member of the Agency's Senior Management Team and assists with development, implementation, maintenance and revision of overall policies, programs, objectives, and goals.
- Serves as Administrator for Home Care under State licensing rules and CMS Conditions of Participation.
- Provides oversight to the Home Care Program for daily clinical and fiscal operations including process and personnel management and achieving financial goals.
- Assures compliance with all local, state and federal laws regarding Medicare Conditions of Participation, licensure and certification of agency personnel, and maintains compliance with Home Care standards of care.
- Participates in development of the organization's annual budget and monitors monthly expenses and benchmarks, with a focus on Home Care and Paraprofessional services.
- Responsible for the implementation of strategic goals and objectives of the Home Care and Paraprofessional programs.
- Participates in the implementation and execution of a comprehensive organizational Emergency Preparedness program.
- Identifies potential areas of vulnerability and risk throughout the organization. Develops and implements corrective action plans.
- Participates in compliance reviews, projects and training efforts.
- Identifies gaps in services and coverage, and make recommendations to the President/CEO as indicated.
- Participates in the Agency's Corporate Compliance Committee.
- Develops new programs and/or concepts that could increase the Home Care Program's efficiency, financial performance and/or market share.

- Manages by planning and priority setting, organized work, keeping daily operations functioning, setting frequent, attainable agenda/goals, making decisions based on the agency's mission and the programs scope of services.
- Actively participates in promoting the Home Care program within the communities serviced by the agency.
- Promotes unity between/among care providers, support staff, and consumers by creating an environment that promotes trust, risk taking and open communication. Seeks to diminish conflict by addressing issues in a matter-of-fact manner and by listening to all sides. Makes final decisions in a principle-centered manner and shares rationale for decision-making.

### **Other Job Functions**

- Represents the agency by participation and networking with other similar agencies, trade associations, regulatory agencies, and other health care providers.
- Demonstrates flexibility in the role by accepting other duties as assigned for which qualified.

### **Work Environment**

Will require work in all agency locations (Concord, Laconia & Wolfeboro).

This is NOT a remote work position but may be eligible for work from home as outlined in the Agency's guidelines.

### **Expected Hours of Work**

The employee will be scheduled to work Monday - Friday 8 a.m. - 4:30 p.m. Work assignments may include weekend and holidays. In addition, the VP of Home Care will work in a rotation as Administrator on Call.

### **Requirements**

1. Master of Nursing (MSN), Master of Business Administration (MBA) or Master of Healthcare Administration (MHA), or equivalent combination of education and/or work experience required.
2. One of the following credentials:
3. Graduate of an accredited school of nursing, accompanied by current New Hampshire nursing license, or compact state license through the Nurse Licensure Compact (NLC)
4. Graduate of an approved physical therapy education program (CAPTE), accompanied by current New Hampshire physical therapy license.
5. Graduate of approved occupational therapy program (AOTA), accompanied by current New Hampshire occupational therapy license.
6. Five to seven years of clinical experience (community health, home health or hospice).
7. Seven to ten years progressive management experience.

To apply, please visit our job posting directly at: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1949092>

Thank you!