



POSITION TITLE: Coordinator of Training, Payroll, and EVV (Home Care)

DATE: February 2023

SALARY RANGE: as set by Letter of Employment

IMMEDIATE SUPERVISOR: Manager of Home Care

THIS IS A: Exempt Non-Exempt

Hourly Salaried

Full-Time Part-Time

GENERAL FUNCTION: The Coordinator of Staffing and Training for the Home Care Department is responsible for meeting training requirements for new/tenure staff, processing notes, verifying time in/out and orientation/follow along of new staff.

SUPERVISORY RESPONSIBILITY: None.

DUTIES AND RESPONSIBILITIES:

- 1) Develop and implement a plan for orientation of staff.
- 2) Develop and implement a plan for follow-along and monitoring new staff (Incorporating tenured staff into the plan).
- 3) Review and propose updates on documentation, forms and reporting methods for staffing and training.
- 4) Develop a staff training plan to meet requirements and timely completion based on guidelines. Schedule and monitor training for new staff and maintain ongoing requirements for all staff. Training includes CPR.
- 5) Ensure full compliance with training requirements with no audit findings. Respond and resolve any findings and implement the corrective action plan.
- 6) Monitor changes/updates to guidelines and implement as needed.
- 7) Communicate the flow of training, and follow-along with home care administrative staff.
- 8) Report the staff's training hours for payroll to accounting based on guidelines.
- 9) Develop a plan for continued personal development and increased knowledge and skills.
- 10) Responsible for processing notes emailed to notes@star-center.org.
- 11) Verify notes for in/out time, staff and/or client signature(s) when required, daily summary and correct dates/times as performing QA functions.
- 12) Scan all late/missed visit notes in Therap, Santrax & Healthstar and upload in the system.
- 13) Coordinating all notes (original and copies) and checking times in SanData and Healthstar then delivering to Home Care QA staff.
- 14) Finalizing shifts in Clear Care for Payroll
- 15) Entering all authorizations, both new and revised (Clear Care, Sandata, EVV-Health Star) and monitoring to remain current as well as scanning and filing associated with said authorizations.
- 16) Monitoring and maintaining EVV, Health Star, Sandata and Therap.
- 17) Finding replacement staff when necessary and ensure staff has necessary training. Notification of staff and coordinator by phone and coordinator by email of employee failure to clock in or out.
- 18) Complete missed/late visit reports and forward to Accounting (Misty).
- 19) Provide scheduling oversight. Ensure Client/Staff schedules are completed weekly. Notify Home Care Manager of non-compliance.
- 20) Keep management aware of any issues of potential significant impact to the department or agency
- 21) Other duties as assigned.

KNOWLEDGE AND REQUIRED TRAINING: The Coordinator of Training and Payroll requires a Bachelor's Degree with at least 1 year of experience in Home Care Services or related field. Excellent skills in organizational, communication and problem-solving. Technology knowledge requirements include desktop/laptop computer proficiency. Use of analytical software, Microsoft Office and Outlook software (internet and email).

PERSONAL RELATIONSHIPS: The person selected for this position must establish and maintain effective communication with staff and community partners. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): _____

Name (signed): _____

Date: _____