JOB DESCRIPTIONS



Sample Home Health Agency

Table of Contents

TITLE OF POSITION: CHIEF EXECUTIVE OFFICER	5
TITLE OF POSITION: CHIEF FINANCIAL OFFICER	8
TITLE OF POSITION: MEDICAL DIRECTOR	. 10
TITLE OF POSITION: DIRECTOR OF HUMAN RESOURCES	. 12
TITLE OF POSITION: QUALITY IMPROVEMENT MANAGER	. 14
TITLE OF POSITION: ADMINISTRATOR	. 17
TITLE OF POSITION: ALTERNATE ADMINISTRATOR	
TITLE OF POSITION: DIRECTOR OF NURSING	. 24
TITLE OF POSITION: ALTERNATE DIRECTOR OF NURSING	
TITLE OF POSITION: REGISTERED NURSE	. 32
TITLE OF POSITION: PEDIATRIC REGISTERED NURSE	. 37
TITLE OF POSITION: PSYCHIATRIC REGISTERED NURSE	. 39
TITLE OF POSITION: HIGH TECH REGISTERED NURSE	. 42
TITLE OF POSITION: NURSING SUPERVISOR	. 45
TITLE OF POSITION: LICENSED PRACTICAL/VOCATIONAL NURSE	. 48
TITLE OF POSITION: MEDICAL SOCIAL WORKER	. 51
TITLE OF POSITION: MEDICAL SOCIAL WORKER ASSISTANT	. 53
TITLE OF POSITION: REGISTERED PHYSICAL THERAPIST	. 55
TITLE OF POSITION: PHYSICAL THERAPY ASSISTANT	. 58
TITLE OF POSITION: OCCUPATIIONAL THERAPIST	. 61
TITLE OF POSITION: OCCUPATIONAL THERAPY ASSISTANT	. 64
TITLE OF POSITION: SPEECH PATHOLOGIST /AUDIOLOGIST	. 66
TITLE OF POSITION: NUTRITIONIST	. 69
TITLE OF POSITION: HOME HEALTH AIDE	. 72

ITLE OF POSITION: HOMEMAKER/COMPANION	74
ITLE OF POSITION: STAFFING COORDINATOR	76
ITLE OF POSITION: MEDICAL RECORDS MANAGER	78
ITLE OF POSITION: OFFICE COORDINATOR	80
ITLE OF POSITION: PAYROLL/BILLING/RECEIVABLES MANAGER	82
ITLE OF POSITION: PAYROLL/BILLING/RECEIVABLES CLERK	. 84
ITLE OF POSITION: BUSINESS CLERK	86
ITLE OF POSITION: COORDINATOR	88
ITLE OF POSITION: UNLICENSED INTAKE COORDINATOR	. 91
ITLE OF POSITION: COMMUNITY LIASION	. 93
ITLE OF POSITION: RECEPTIONIST	95
ITLE OF POSITION: DATA ENTRY OPERATOR	97
ITLE OF DOCITION, COLIDIED/CLEDIZ	00