

Job Title: Home Health Administrator
Department: Home Health Services
Posted:
Wage: \$65,000-\$75,000 depending on experience



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Essential Responsibilities:

- Plan, develop, and coordinate programs and services for mental health Home Health service that reflect the needs of communities and adhere to best practice and evidence-based models when available
- Assure the fiscal viability of programming including: preparing annual budget, providing fiscal oversight, managing revenue and expenses, seeking new funding sources, maintaining relationships with funders and utilizing effective marketing strategies for Home Health services
- Review and analyze changes in federal and state laws, regulations and administrative rules and implementing actions to ensure compliance
- Select, train, supervise and manage performance and evaluation of nursing and administrative support staff in Home Health services
- Assist nursing staff in problem solving related to crisis or other critical situations and supervise
- Present to committees, boards, commissions, funding sources and other community groups; represent the agency on outside advisory boards, committees and commissions.
- Serve as a leader and a positive role model for employees and people we serve.

Credentials/Qualifications:

- Professional RN licensure in Minnesota required
- Experience working with adults with mental health experiences required
- One year of experience in a supervisory capacity required (two or more years preferred)
- Must understand and comply with guidelines of the MN Nurse Practice Act, MN Department of Health regulations and Home Health Medicare regulations
- Must have effective communication, and computer skills
- Must have good time management skills, including prioritizing, organizing and tracking details
- Must be able to function independently in community-based settings
- Must pass a Department of Human Services background study

Work Environment:

The employee in this position typically works in an office setting, full-time, Monday-Friday day hours; hours and work setting may be flexible. No after hours or weekend “on-call” responsibilities required.

How to Apply:

Email cover letter addressing required qualifications and resume to jolenet@cipmn.org or fax to 612.362.4479, Attn: Jolene