

Home Health Administrator

A growing Home Health Agency is currently seeking an experienced Home Health Administrator.

Please reach out to Tori at tori@iahhc.org if you are interested!

Required Education/Experience/Skills

1. Degree in nursing, health service administration, business administration or equivalent experience, or related field.
2. Five (5) years' experience in positions of increasing responsibility in business, preferably in health care.
3. Minimum of two (2) years' experience in supervisory or administrative positions.
4. Excellent verbal and written communication skills and strong interpersonal skills.
5. Knowledge of the regulatory requirements at the state, federal, and local level.
6. Knowledge of business management

General Responsibilities

1. Identifies and implements the organizational structure. Plans, organizes, and directs the Agency's ongoing functions. Assures the accuracy of public information materials and promotional activities.
2. Directs and coordinates the overall development and administration of the Agency consistent with the Agency mission and available resources, and with the involvement of the Agency staff and participation of the Professional Advisory Board. Identifies the legislative, community, and third-party payer issues that impact Agency development plans.
3. Provides leadership in the development of strategic long-range plans. Maintains ongoing liaison between the Governing Body, the Professional Advisory Board, and the Agency staff. Reports progress and makes recommendations to the Governing Body for future growth of all home health care services and products. Develops an annual operating budget with input from all divisions and departments. Submits budget to the Governing Body for approval.
4. Provides direction in formulating the programs and policies. Assures compliance with federal/state regulations governing home health care services.
5. Provides leadership in developing and maintaining data collection, recording, and reporting systems to ensure proper service, uniform accounting, data collection, and measurement of outcomes.
6. Participates in establishing and maintaining public relations and marketing programs that increase the public's understanding of home care, foster relationships with other members of the health care community, and contributes to Agency growth.

7. Ensures development of relationships and contractual agreements with third-party payers, other vendors, and the business community. Assures compliance with contracts/agreements.
8. Participates in the hiring, orientation, and development of management staff. Directs daily business activities of the Agency and assures development of systems that support recruitment, hiring and the ongoing professional development of Agency staff.
9. Implements an effective budgeting and accounting system. Prepares accurate, complete financial reports in accordance with Agency policies. Manages financial resources according to budget and revenue projections.
10. Serves on the Professional Advisory Board and Quality Improvement Committee.