

Job Posting

FCS (Family & Children's Service) strengthens, protects and preserves the dignity and independence of people in need. With 108 years of history, FCS is the oldest, private nonprofit social service agency in Monmouth County and a leading volunteer organization. Our Mission is to provide compassionate care, intervention and education to support people at challenging times in their lives. We accomplish this through more than a dozen programs focused on the needs of multiple at-risk populations, including: Adult Protective Services; Jersey Assistance for Community Caregivers (JACC); Healthy Buddies, an intergenerational childhood obesity prevention program; Home Care Services and Homecare Grant Assistance; Medicare Application Assistance Program (MAAP); Operation Sleighbells, a holiday giving program for children; Reading Buddies; an in-school childhood literacy program; Representative Payee, a financial management program for people with mental health, developmental and physical disabilities; Retired and Senior Volunteer Program (RSVP); Statewide Respite Care, State Health Insurance Program (SHIP), a Medicare counseling service; Telephone Reassurance and the FCS Thrift Boutique. All of our programs and services are provided regardless of age, gender, sexual orientation, race, religion, ethnicity, language spoken or physical or mental ability. And while FCS partners with many organizations and government agencies, in many cases, we are the sole county-designated provider of unduplicated services and the last hope for individuals, families and seniors in crisis. Learn more at www.fcsmonmouth.org.

Director of Nursing/Home Care Administrator Long Branch, NJ

Position Status: Exempt - Full Time

The Director of Nursing/Home Care Administrator in collaboration with the CEO, will be committed to the Mission and Vision of FCS and promote them with the staff and the community. Is responsible for the management of Home Health Care Services including its clinical operations. Performs all duties in accordance with FCS values and code of conduct.

Key responsibilities include:

1. Organizes and directs the Home Care Program's ongoing functions
2. Assures delivery of quality care and services; supervises the job performance of the administrative and clinical staff and maintains accurate and timely evaluations.
3. Oversees the Home Health Aides including verification of clinical skills, maintaining the job description, and developing staffing patterns.
4. Coordinates training of all clinical staff; reviews, updates and approves Home Health Aide training course; monitors training course taught by nurses and/or outside consultants
5. Ensures regulatory oversight and compliance with CAHC accreditation; maintains the accepted standards, policies and procedures for the program
6. Serves as a resource for case consultation and program policy decisions.
7. Conducts annual review of program policy and procedures and implements changes as necessary.
8. Works with Home Care Supervisor to understand funding streams and achieve budgetary control of program expenses
9. Oversees marketing of home care services.
10. Recruits and interviews nursing staff; oversees recruiting of aides Maintains

professional skills for practice in the home care field.

11. Is responsible for ensuring clients are treated as per the accepted Registered Professional Nurse's code of conduct for the state of New Jersey.
12. Access to clinical record information is limited to the extent required to perform responsibilities effectively and efficiently.
13. Serves as a liaison with community health and social service agencies and serves on community committees as recommended.
14. Any other duties as required

Requirements of Education and Experience:

1. BSN
2. A current license to practice professional nursing in the State of New Jersey.
3. Diploma from a National League for Nursing accredited School of Nursing.
4. A minimum of five years' experience in professional nursing practice
5. Two years of Community/Home Care Nursing preferred.
6. Knowledge of appropriate governmental regulations.
7. Must be computer literate.

HOW TO APPLY

For more information visit www.fcsmonmouth.org Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to fvillaman@fcsmonmouth.org by **September 15, 2017**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.