



JOB POSTING

POSITION TITLE:	Clinical Coordinator	FLSA STATUS:	Full-time/Non-exempt
DEPARTMENT:	UMT Home Health	SALARY:	Negotiable
LOCATION:	Mechanicsville, VA	EDUCATION:	Current RN License
SUPERVISOR:	Clinical Manager	WORK EXPERIENCE:	2 years Home Health

JOB SUMMARY:

UMIT Home Health is a Tribal owned home health agency offering skilled nursing/therapy services. We provide high quality, convenient, reliable in-home healthcare to patients in the following areas: Caroline Co., Charles City Co., Chesterfield Co., Colonial Heights City, Dinwiddie Co., Essex Co., Gloucester Co., Hanover Co., Henrico Co., Hopewell City, James City Co., King and Queen Co., King William Co., Middlesex Co., New Kent Co., Petersburg City, Prince George Co., Richmond Co., & Richmond City.

Position

Clinical Coordinator is a registered nurse who functions as the right arm of the Skilled Home Health Clinical Manager. Clinical Coordinator performs documentation review for compliance, assists with training new employees, assists with remediation, performs field visits as necessary, and functions as the substitute Clinical Manager during an absence.

MAJOR DUTIES & RESPONSIBILITIES:

- Review clinical documentation for compliance, accuracy, thoroughness, & quality improvement
- Create required documentation necessary to send to signing physician
- Monitor status of physician orders needing signature & obtains required signatures timely
- Serve as a resource to field clinicians with problem solving
- Assist as necessary with new employee orientation
- Remediate problematic clinician techniques/behaviors as necessary
- Perform RN field visits during staffing crisis
- Verify skilled services are provided according to physician-ordered plan of care
- Provide leadership team with reports as requested
- Participate in Admin on Call rotation for 7 days at a time
- Function as substitute Clinical Manager during an absence

- Serve as liaison between field clinicians and Clinical Manager
- Identify trends requiring additional clinician education

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Excellent teamwork, problem solving, communication, and customer service skills
- Outstanding organizational skills, adaptability, and accountability
- Effective stress management skills for this fast-paced work environment
- Ability to multi-task and function effectively in open, cubicle-oriented office
- Tech savviness to manage multiple electronic platforms

EDUCATION and/or EXPERIENCE:

- Current licensure in good standing as registered nurse in the Commonwealth of Virginia or eligible compact state licensure.
- Required 2 years home health experience
- Preferred prior supervisory or management experience
- Valid CPR certification (online class not acceptable)

OTHER REQUIREMENTS:

- Valid Virginia driver's license, acceptable driving record, & reliable transportation with insurance
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment & physical demands described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidate will primarily work within diverse patient homes. The noise level in the work environment is usually moderate. Required to bend, stoop, reach, and move patient weight up to 250 pounds; lift and/or carry up to 30 pounds; safely navigate steps & all terrains in all types of weather to access patient homes that may not be ADA compliant; ability to drive to patients' homes; hearing, eyesight, and physical dexterity sufficient to perform a physical assessment and perform patient care. Must be able to effectively communicate in English.

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Upper Mattaponi Tribe
Attn: Registered Nurse
Email: careers@umithealth.com

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).