

WILLCARE JOB DESCRIPTION

STAFF DEVELOPMENT COORDINATOR

Title: Staff Development Coordinator	Department: Education	FLSA Status: Exempt
Reports to: Branch Administrator	Direct Reports: N/A	Revised: January 9, 2009

POSITION SUMMARY:

Assumes responsibility for hiring and orienting clinical staff and providing ongoing education for all clinicians based on identified learning needs. Also responsible for interviewing applicants and coordination of the hiring and preceptor process.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Develop, organize and coordinate orientation program for new clinicians.
2. Develop, organizes and coordinate ongoing clinical education programs.
3. Identify core clinical competencies and perform competency evaluations/skills assessments.
4. Work with the Office Manager to maintain a tracking system to track all mandatory education and certification requirements and collaborate with RN Supervisors to ensure that all staff are meeting requirements.
5. Assists the Branch Manager in program and policy development, implementation and evaluation
6. Identify and train preceptors to work with new clinicians.
7. Recruitment and retention of clinical staff including identifying and screening applicants, interviewing candidates and making recommendations for hire.*
8. Follow up on employee related concerns
9. Assist Supervisors in the monitoring of employees on work plans. Provide support and guidance in the area.
10. Contributing member of the PI Committee.
11. Assists in auditing medical records as needed

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.
6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.
8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Graduate of an accredited School of Nursing, College or University. Bachelor of Science in Nursing preferred.
2. Current license / registration by state of hire as a Registered Nurse
3. Three (3) years experience as a community health nurse preferred
4. One (1) year experience preferred in either a Supervisory or Performance Improvement / Quality Assurance role.
5. Current BLS certification**

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter
2. Able to lift up to 50 pounds
3. Work environment is characteristic of any office setting which involves prolonged periods of sitting and intermittent physical activity such as occasional requirement to stand, walk, reach with arms and hands, and to stoop, bend, kneel, or crouch.
4. Ability to operate a computer and / or a tablet PC
5. Ability to travel.

*Regionally based duty

**Requirement for Pediatric and IV cases only.