

Job Description for Qualified Professional

Title: Qualified Professional

Supervisor: Senior Care Coordinator

Qualifications: Registered Nurse or Licensed Social Worker

- Must be at least 18 years of age.
- Must have the ability to commute to the client home.
- Must be able to lift 50 lbs and be able to sustain long periods of bending, stooping, squatting, kneeling, or standing.
- Must be able to pass a criminal background check.
- Must be able to complete initial and ongoing training.
- Must be able to utilize IT at the level needed to function in the role.

Job responsibilities: Supervision of Personal Care Assistant (PCA) personnel via the following, but are not limited to:

1. Supervising of PCA services as per DHS guidelines in conjunction with the Senior Care Coordinator support.
2. Having, minimally, monthly supervision/contact with the recipient/ responsible party via a phone contact alternating with a home visit once the PCA has been placed and supervised closely for 2 weeks.
3. Communicating concerns regarding PCA levels of performance with AccuKare Inc.
4. Utilizing company procedures regarding documentation.
5. Communicating staffing needs to AccuKare Inc.
6. Adhering to agency policies and procedures regarding time card documentation/posting.
7. Attending training meetings as mandated by agency/Dep.t of Human Services standards.

The agency, AccuKare Inc. may alter above said description as needed to ensure compliance with DHS standards and agency flow of systems. Addendums/rewrites will be introduced as needed for RN review and signature.

By signing below, you agree to adhere to the above description and are subject to agency discipline measures as warranted per the Employee Handbook.

Signature

Title

Date

**All above information is to be considered confidential
And is to be treated in accordance with agency policy.**

JD-03