

Plan 4 Home Team Lead Job Description

TITLE: Plan 4 Home Team Leader

STATUS: Exempt

FUNCTION: Team leader for the Plan 4 Home team in addition to completing Plan 4 Home Care Manager duties. To ensure quality Case Management practices by supporting Plan4Home staff and assisting with routine clinical program management.

ESSENTIAL FUNCTIONS:

1. Perform all essential functions as listed on the Plan 4 Home job description.
2. Assist with coverage for Plan4Home Care Managers on scheduled or unscheduled leave.
3. Will carry a caseload based on program needs and job duties.
4. Assist with completion of departmental reports as needed.
5. Assist supervisor with chart audits for completion/accuracy/adherence.
6. Provide direction and support to Plan4Home support staff as necessary.
7. Assist with training and mentoring of newly hired Plan4Home staff.
8. Participate in quality assurance functions as required by the program contract.
9. Assist supervisor and Plan4Home staff in creating incident reports.
10. Assist supervisor and Plan4 Home staff in developing Health and Safety Action Plans and resolving issues.
11. Confers regularly with Plan4Home Supervisor regarding any concerns related to identified problems or program procedures.
12. Monitor productivity levels and compliance levels of Case Managers and provide feedback for Case Manager evaluations.
13. Acts as supervisory back up for the program supervisor.
14. Assist Plan4Home staff with problem resolution and Person-Centered Service Plan development on challenging cases.
15. Participate in staff development through identification of training needs, assisting with training of new staff and presentations to existing staff.
16. Maintain LSW or RN licensure. Failure to maintain LSW or RN license may lead to disciplinary action including termination.
17. Other duties as assigned by Plan4Home Supervisor or SVP of Long-Term Care.
18. Maintains reliable transportation, insurance, valid driver's license, and the ability to satisfactorily undergo a Motor Vehicle Record check (MVR) on at least an annual basis.

AUTHORITY AND RELATIONSHIPS:

This position reports directly to the Associate VP of Care Coordination. This position has no supervisory authority.

POSITION SKILLS/QUALIFICATIONS:

Licensed Social Worker, Licensed Independent Social Worker, or Registered Nurse, with at least one (1) year prior experience in home and community-based services, mental health services, or care management. Ability to complete assigned tasks in a timely and accurate manner. Ability to represent AOoA in a professional manner in

meetings with individuals, providers, and other groups. Must possess excellent organizational and time management skills.

SPECIAL REQUIREMENTS AND CONDITIONS

This position shall be terminated if funding is not available for the Plan 4 Home Program. This position requires a criminal background check and a drug screen

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

12/14/2023