

Staffing Coordinator & Assistant Staffing Coordinator

Premier Homecare has an immediate opening for a Staffing Coordinator to join our growing team. Our clinicians specialize in delivering and coordinating comprehensive care management programs that allow older adults to live independently, and with dignity, in the comfort of their own homes.

Position Qualifications:

The ideal candidate will have demonstrated experience with answering multi-line telephones, confirming schedules and taking service requests. The successful candidate will have the ability to multi-task, liaise between field-based employees and clients and a penchant for customer service.

Education and Experience:

S/he will be proficient in Microsoft Word, PowerPoint and Excel and have experience with database entry and query. Qualified candidates must possess a high school diploma or equivalent education and a minimum of one year in healthcare related environment. LPN preferred but not required.

Please submit cover letter, resume and salary requirements to **Premierjobs@jssa.org** or fax to 301-881-5623

REGISTERED NURSE/STAFF & PRN

The Registered Nurse provides assessments, care plan development and staff teaching and supervision in the client's home or the hospital by utilizing the nursing process and clinical knowledge to ensure high quality client care. This position is under the general supervision of the Clinical Coordinator

Responsibilities:

- Assesses the physical, psychosocial, spiritual, and environmental status of assigned clients in a systematic and continuous manner to provide required client services.
- Consults with physicians, other staff, client/family, and other caregivers to formulate a plan of care and coordinate delivery of services to ensure high quality client care.
- Performs ongoing assessment of client's status and response to services to evaluate the plan of care and modify as necessary.
- Coordinates and integrates services being provided to each client by all disciplines.
- Initiates and revises client care plan for the Nursing Assistants based on client's needs and supervises the care provided by the Nursing Assistant as applicable.
- Informs the physician and other healthcare team members of changes in the client's conditions and needs.

Education and Experience:

- 1 year experience as a professional nurse within the last 3 years.
- Completion of refresher course if applicant has not practiced in past 5 years.
- Current State licensure as a Registered Nurse.
- Valid state driver's license, current automobile insurance and means of transportation
- Home Care experience preferred

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