

CAREER OPPORTUNITY

Title: Clinical Education Coordinator

Hours: Full Time, 37.5 hours per week, daytime hours

Brief Description: This position will provide clinical guidance and support to the LPN to help them interpret individual's assessments, make appropriate clinical decisions, and ensure adherence to established protocols, policies, and procedures. This position will be responsible for training that is required by various funding sources and accreditation bodies. In addition, this position will assist with new hire orientation and training.

Key Responsibility Areas:

- Review assessments and communicate the individual's person-centered care plan, and other pertinent information, to the LPN.
- Conduct periodic on-site visits with LPN.
- Monitor clinical documentation for timeliness, appropriateness, and compliance with Agency policy, accreditation bodies, and governing requirements.
- Collaborates with and ensures LPN contributes to the planning, implementation and evaluation of individual's needs and appropriate follow-up is completed.
- Monitors individual's care, ensures adherence to person-centered care plan, and intervenes when necessary to address the individual's needs and concerns.
- Conduct new employee orientation and collaborate with departments to ensure appropriate training is completed.
- Maintain complete and accurate orientation records. For PASSPORT staff, ensure required hours are completed for staff to become PASSPORT certified through ODA/ODM.
- Facilitate and/or provide in-service to staff and local agencies as requested.
- Conduct chart audits to ensure documentation meets accreditation and ODA/ODM standards (NCQA, CARF, Next Generation).
- Quarterly, analyzes reports (HENS, IMS, hospitalization, etc.) to identify population trends.
- Assists with compiling required data for funding sources at least annually.
- Ensure programs adhere to accreditation standards, regulations, and policies and procedures for ongoing survey preparedness.
- Coordinate survey activities, including documentation review, staff preparation, and facility readiness.

Minimum Requirements:

- Graduation from an approved School of Nursing AND current RN licensure in the State of Ohio.
- One-year prior experience in home health care, geriatric, or another substitute as approved in advance by the Ohio Department of Aging.
- Successful completion of Community Care Choice modules and certification testing.



- Knowledge of senior programs, Medicaid rules and regulations, assessments, and geriatrics.
- Knowledge of case management and crisis intervention.
- Ability to work with a variety of people with different backgrounds, expectations, and education levels.
- Strong organizational and time management skills to manage multiple tasks and deadlines.
- Strong communication, interpersonal, and collaboration skills to effectively interact with staff, outside partners, and individuals/informal supports.
- Ability to identify and resolve issues related to program administration and implementation.
- Proficiency in using computer software, including Microsoft Office and other computer systems.

Interested candidates should send a resume with salary requirements to:

Human Resources, Catholic Social Services of the Miami Valley

922 W. Riverside Ave., Dayton, OH 45402

Or email to jobs@cssmv.org or fax to (937) 222-6750