



Diamonds Home Health Care Inc.

2740 Minnehaha Ave Suite 146
Minneapolis, MN 55406

(Tel) 612-724-4254
(Fax) 612-722-2186

Position: **QP- LSW**

Reports to: HR Manager

Position Description:

QP-LSW position is to help manage professional service functions of Diamonds Home Health Care.

Position Classification: HOURLY

Hours will be flexible based on company and QP-LSW needs

QP-LSW must keep license current with State of Minnesota and complete all required training and must notify Diamonds Home Health Care immediately if there is a lapse in license.

Position Expectations and Duties:

- Compliance- Lead Role
 - Review requirements of payers and ensure up to date compliance with all PCA / Homemaker and staff training.
 - Create and maintain internal tracking of all new training.
 - Review DHS and other sites for any upcoming changes to programs/ regulations and notify office, facilitate necessary changes.
 - Ensure PCA/ Homemaker training is document in charts.
 - Organize training PCA/Homemaker on all new and regular training requirements (i.e. annual training on required topics).
 - Ensure any new training is added to employee new hire packets and communicated to office.
 - Create and maintain OSHA safety program.
 - Work on PCA Manual, 245D Manual and ensure compliance.
- Initial Enrollment Calls and Management- Lead Role
 - Take referral calls from potential clients, case workers, facilities, and schedule initial assessment for enrollment.
 - Enrollment / facilitation of all required paperwork for services.
 - Manage PCA/ Homemaker assignment to new enrollments.
 - Communicate to RN to schedule initial care plan/ training review with PCA/ Homemaker.
 - Develop contacts in the community for referrals.
- PCA / Home Maker Reviews- Sole responsibility
 - Develop and maintain a regular review of all PCA/ Homemakers to include but not limited to the following: Office feedback on turning in timecards, errors; up to date on required training, client and or responsible party feedback.
- Grievance management and record keeping- Sole responsibility
 - Refine and keep updated grievance policies, procedures within state and federal guidelines.
 - Keep accurate log of grievances and respond to all issues.
- Confidentiality and Information Sharing

- Provide required information to PCA, Diamonds Home Health Care, Health Care professionals as required
- Maintain Client Confidentiality and share only necessary information
- General
 - Review DHS and other State sites for changes in laws, regulations, that will affect Diamonds Home Health Care and implement necessary changes.
 - Assist with calls to case managers as requested from RN/ Office
 - Assist with staffing of PCA/ Homemakers to clients in need.
 - Create log of visits with specific billable duties and turn in so the entity can be billed by last day of each month
 - Maintain notes in Cashe on Clients, PCA/ Homemakers
 - Paperwork should be completed at Diamonds Home Health Care or on Client sight. If paperwork is completed on Client sight it should be immediately stored at Diamonds Home Health Care office (HIPPA)
 - Other duties as assigned

If interested please contact Tammy at 612-724-4254 Ext 103!!