



March 2, 2015

Project No: **RQHD1500003 Healthcare Staffing Services**

The above-referenced contract is being considered for small business contract measures. **PLEASE NOTE THAT YOUR PARTICIPATION IN THE AVAILABILITY TO BID PROCESS IS VITAL IN ORDER FOR MEASURES TO BE PLACED ON THIS PROJECT.** If you are interested in participating as a Small Business Enterprise – Goods & Services (SBE/GS) firm to perform services in connection with this project and meet the requirements listed in this letter, please complete and return the attached Verification of Availability to Bid by **12:00 PM, THURSDAY, MARCH 5, 2015.** It is asked that all pages are returned completed in its entirety. Failure to do so will result in this Verification of Availability to Bid Letter not being considered. The Verification of Availability may be sent via facsimile transmission to (305) 375-3160 or via email to twj@miamidade.gov. If you have any questions, please contact me at (305) 375-3123.

Sincerely,

Tyrone White
Contract Certification Specialist
Small Business Development Division
Miami-Dade County Internal Services Department
Phone: (305) 375-3123
Fax: (305) 375-3160
Email: twj@miamidade.gov



<http://www.miamidade.gov/internalservices/small-business.asp>

Please access the Project Review Process Website at <http://www.miamidade.gov/business/contracting-opportunities.asp>

VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

PROGRAM COORDINATOR: Tyrone White

I am herewith submitting this letter of Verification of Availability and Capability to Bid, provided the proposed scope of service(s) attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Healthcare Staffing Services

PROJECT NUMBER: RQHD1500003

Estimated Contract Amount: \$6,000,000.00

SCOPE OF SERVICES:

It is the intent of these specifications to define the conditions and procedures for the procurement of various types of health professionals on an as needed basis twenty-four (24) hours a day seven (7) days a week, including holidays. Healthcare staffing services will be required at various Community Action & Human Services and Public Housing and Community Development facilities Countywide.

The successful bidder(s) shall include all labor costs, transportation, equipment, and incidentals necessary to provide the temporary health professional services specified herein.

Can your firm satisfy the scope of services stated above?

_____ Yes _____ NO

HEALTHCARE PROFESSIONALS:

The Successful Bidder(s) will provide individuals who, meet the qualifications and have the knowledge, formal education, training, licenses, skills, and abilities as listed in Attachment A, Job Description, for individual positions.

UNIFORMS:

The successful Bidder shall ensure that all personnel conform to the dress codes of the facility Programs to which they are assigned. Bidders must consult with requesting County department for proper uniform pertain to the corresponding program.

MEDICATION ADMINISTRATION:

Licensed nursing personnel provided by the successful Bidder(s) shall be proficient in medication administration.

ORIENTATION:

The successful Bidder(s) shall provide orientation to new licensed nursing personnel and Certified Nursing Assistants at the program to which they are assigned prior to their first assigned shift.

NO SHOWS:

The successful Bidder(s) shall maintain a no show rate of less than 2% for all licensed nursing personnel; or Bidder may be considered to be in default of contract.

AID PATIENTS:

Successful Bidder(s) must provide Licensed Nurses and Certified Nursing Assistants to work with all residents in the facilities including Residents that have been diagnosed with the Aids Virus, if required.

WORK COMPLETION:

All assigned work including charting should be completed during each assigned shift. If the charting is not completed during the work shift, the successful Bidder(s) will require personnel to return to the facility within twenty-four hours to complete the documentation, at no charge to the County.

FAMILIARITY WITH LAWS:

The Successful Bidder(s) is presumed to be familiar with all Federal, State and Local Laws, Ordinances, Code Rules and Regulations that may in any way affect the work. Ignorance on the part of the successful Bidder(s) will in no way relieve the Bidder from responsibility. The County mutually agrees to abide by Section 1861 (V) (1X1) Social Security Act which requires for Medicare payment under the provider contracts, access by the Secretary, upon written request, and the Comptroller General, and their duly authorized representatives, to certain contracts for services, also to books, documents and records necessary to verify the costs of the services.

PROTECTION OF PROPERTY:

During the terms of the specific work assignments, the Contractor shall be held responsible or any damage to the property occurring by reason of the Contractor's operation on the property.

NOTIFICATION:

The awarded Bidder shall provide licensed nursing personnel requested with a minimum lead of twenty-four hours (24) prior to the commencement of the shift required.

RESPONSE TIME:

The contractor shall respond within one hour to emergency requests, as to whether they can be filled, such responses shall be available twenty four (24) hours a day, seven (7) days a week.

CONTINUITY OF CARE

Due to the nature of these services, it is preferred that the successful Bidder(s) provide continuity of care by assigning the same health professional to a specific location.

OFFICE REQUIREMENT:

The Bidder shall maintain an office staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

Can your firm satisfy the Office Requirement?

_____ Yes _____ NO

LICENSE REQUIREMENTS:

All health professionals requiring licensure shall have current State of Florida Certification, reference checks, physical examinations, and other compliances with State licensure requirements prior to providing services to the County. The successful Bidder(s) shall provide documentation to the County's Departmental Personnel Representative at the time of employment.

Can your firm satisfy the Licensing Requirement?

_____ Yes _____ NO

MINIMUM REQUIREMENTS:

a. Bidders shall be regularly engaged in the business of providing services similar to those specified herein for a minimum of three (3) years. Bidders shall provide three (3) verifiable business references, to include entities of similar capacity to that of the Miami-Dade County (such as hospitals, elderly nursing homes, private medical facilities, etc.) Bidder shall provide name of contact person, telephone number, and email address for each reference. References shall serve as proof of Bidders' experience in providing the services in the scope and range as required under this solicitation.

b. Bidders must have the financial capability to successfully manage the estimated dollar value of each awarded bid group(s). Bidders must submit a copy of their most recent Federal Corporate Tax Returns or Consolidated Balance Sheet certified by a Certified Public Accountant (CPA) which shall serve as demonstration of the Bidder's financial stability.

Bidders are hereby notified that all information submitted as part of, or in support of bids will be available for public inspection after bids are closed, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law".

NOTE: The overtime rate offered by Bidders will not be used for evaluation purposes. However, per Section 2.20, Overtime Billing Rates, the County will pay an overtime rate, per hour, that includes only the actual incremental pay to the employee's hourly rate for overtime.

Can your firm satisfy the Minimum Requirements?

_____ Yes _____ NO

GROUP 1: HEALTHCARE PROFESSIONALS POSITIONS:

Item No.	Position Title
1	Registered Nurse
2	Licensed Practical Nurse
3	Certified Nursing Assistant
4	Medical Doctor/ Psychiatrist
5	Dietician/ Nutritionist

See the attached document for the general descriptions, qualifications & tasks for each position in this group.

Can your firm provide the positions listed under Group 1 (Healthcare Professionals Positions)?

_____ Yes _____ NO

GROUP 2: HEALTHCARE RELATED POSITIONS:

Item No.	Position Title
1	Home Care Aide
2	Social Worker Aide
3	Social Worker 1
4	Health Services Administrator

See the attached document for the general descriptions, qualifications & tasks for each position in this group.

Can your firm provide the positions under Group 2 (Healthcare Related Positions)?

_____ Yes _____ NO

Consultant Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified consultants that “comply” to perform the aforementioned scope of service(s). Please indicate if you are or are not interested in this solicitation by selecting the appropriate statement below. Once the form has been completed, you can forward it via e-mail (twj@miamidade.gov) or via fax (305-375-3160), with attention to Tyrone White.

_____ I “AM” interested in this solicitation.

_____ I am “NOT” interested in this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ SBE-G&S CERT. EXPIRATION DATE _____

SIGNATURE: _____ DATE _____

TELEPHONE NUMBER: _____ E-Mail Address: _____

**PLEASE ATTACH A COPY OF YOUR FIRM'S
RESUME/LIST OF PROJECTS TO THIS
VERIFICATION OF AVAILABILITY LETTER OR LIST
YOUR FIRMS HISTORY OF SIMILAR PROJECTS ON
THE NEXT PAGE.**

SIMILAR PROJECTS AS PRIME OR SUB-CONSULTANT

Please list your firm's history of Projects with Similar Scopes of Services:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Work:

Group 1

POSITION:

Registered Nurse (RN)

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion to residents in Public Housing and Community Development's Assisted Living Facility (ALF). The RN will work under the direct supervision of the ALF Administrator, or designee at the facility and understands working limitations and scope of care able to be given according to the specific education level attained. Employee will observe, record, report, and will be responsible for the plan of care, the implementation of care and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from clients, airborne dusts, fumes and gases.

QUALIFICATIONS:

Graduation from accredited College of Practical Nursing, accompanied by current registered nursing license. One year of full-time clinical practice. Current BLS/CPR training and any other specialty certifications required for working in an ALF.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures, including processing admissions/transfers/discharges.
- Provide direct resident care and reports any changes in status to the ALF Administrator or designee to insure resident comfort and safety.
- Administer medications and treatments as ordered by the attending physician.
- Assist all healthcare professional caring for resident, always giving a complete and thorough report on resident status at end of shift/assignment to the ALF Administrator or designee.
- Follow facility policy when disposing of bio hazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the resident and according to AHCA rules and regulations.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat a resident accurately.
- The RN will be held accountable/responsible for each resident's health and well-being residing in the facility and under direct supervision of the ALF Facility Administrator or designee.
- Communicate with all staff, residents, and families with excellent written and verbal skills.
- Maintain proper documentation of medications and records for controlled substances.
- Comply with all facility policy's and procedures.
- Must be punctual and dependent.

POSITION:

Licensed Practical Nurse

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The LPN will work under the direct supervision of the RN at the facility and understands working limitations and scope of care able to be given according to the specific education level attained. Employee will observe, record, report, and assist in the nursing plan of care, the implementation of care, and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

QUALIFICATIONS:

Graduation from accredited College of Practical Nursing, accompanied by current nursing license. One year of full-time clinical practice . Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN to insure resident comfort and safety.
- Assist all healthcare professional caring for patient, always giving a complete and thorough report on patient status at end of shift/assignment to supervising RN.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the patient.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the patient accurately.
- Accountable and responsible for each specific resident assigned while under direct supervision of the Facilities Administrator.
- Comply with all facility policy and procedure.
- Is punctual and dependent for assigned/confirmed shifts.

Employee Signature: _____ **Date:** _____

POSITION:

Certified Nursing Assistant

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The CNA will work under the direct supervision of the RN or LPN at the facility and understands working limitations and scope of care able to be given according to State Regulations. Employee will work very closely with the supervising staff; collaborating their efforts in order to deliver the nursing process effectively. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

QUALIFICATIONS:

High School Diploma and/or equivalent, and successful completion of the nursing assistant course work and at least 3 clinical rotations accompanied by current state certification. Six months of full-time clinical practice. Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the State Regulatory Board while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN or LPN to insure resident comfort and safety.
- Perform routine nursing care to assigned residents, while utilizing age specific and universal precaution practices at all times.
- Document all activities and changes of the resident and gives a detailed report on to supervisor at the end of shift/assignment.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools and in-services in order to broaden knowledge base of various age groups, techniques, and best practices.
- Will frequently lift up to 100 or more pounds consistently causing a high volume of stooping, bending, lifting, pulling, and twisting.
- Will be willing to assist with and handle various pieces of medical equipment.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the resident accurately.
- Comply with all facility policy and procedure.
- Accountable and responsible for each specific resident assigned while under direct supervision.
- Is punctual and dependent for assigned/confirmed shifts.

Employee Signature: _____ **Date:** _____

POSITION:

Medical Doctor/Psychiatrist

SERVICE LOCATION:

Central Intake
Unit 2500 NW 22
Avenue Miami,
FL

WORK HOURS:

Flexible (part-time)

QUALIFICATIONS:

Possess a current State of Florida Medical Doctor license and a DEA license to prescribe medications including narcotics. One year of professional experience in addiction treatment required.

ILLUSTRATIVE TASKS:

- Provide medical and psychiatric evaluations for substance abusers at two locations: 1) Central Intake Unit --an assessment facility; and 2) New Directions --a residential treatment program.
- Supervise a Licensed Practical Nurse.
- Medically clear clients for admission to residential treatment programs, which includes conducting physical examinations, reviewing laboratory tests and discussing results with clients.
- On occasion, may administer tuberculin skin test in the absence of the nurse.
- Review, and document medical evaluations, diagnoses, referrals and consultations in the client's record.
- Participate in weekly meetings with Psychologist and Division Director to evaluate and analyze emotional changes, and psychological or psychiatric symptoms presented by residents undergoing rehabilitation
- Evaluate, assess, and provide proper dispositions for individuals with possible withdrawal syndrome.
- Conduct assessment of medical complaints presented by residents and recommend the proper disposition and referral.
- Conduct assessment and disposition for clients complaining of psychiatric symptoms.
- Facilitate medication management to residents already undergoing medical and psychiatric treatment initiated formerly by their primary care physician (PCP).
- Provide brief intervention psychotherapy (BIP), motivational enhancement therapy (MET), contingency management approach (CMA), cognitive behavioral therapy (CBT), and other behavioral modification interventions to control drug cravings, prevent program abandonment and prevent drug relapse.

Employee Signature: _____ **Date:** _____

POSITION:

Dietitian/Nutritionist

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion.

QUALIFICATIONS:

Must be a licensed or licensed registered dietitian; Minimum of a Bachelor's degree or post-baccalaureate degree with a major course of study in Human Nutrition, Food & Nutrition, Dietetics or Food Management; Completed a CADE-accredited or approved practice program; Pass the national examination administered by the Commission on Dietetic Registration (CDR); Completes a continuing professional educational requirements to maintain registration; Must provide a current copy of CDR card; Passed the State examination for licensure.

ILLUSTRATIVE TASKS:

- Participate in developing menus.
- Ensure all menus as written meet nutritional criteria as required by the DOEA.
- Approve all menus four weeks prior to implementation; menus must be designed/developed using the computer assisted nutrient meal pattern.
- Monitor local meal sites and home delivered meal routes for compliance with food safety and sanitation requirements.
- Monitor food service for adherence to contract specifications, this includes but is not limited to measuring potentially hazardous food temperatures and portion size.
- Participate in developing the nutrition education plan and coordinate the provision of nutrition education so it is effective and appropriate.
- Provide staff and volunteer training in areas of nutrition, food service management and food safety.
- Participate in the development of client satisfaction preference assessment tools, and assessment of results.
- Participate in developing nutrition standards and delivery components of the food service vendor contract.
- Provide nutrition counseling for clients that have high risk nutritional scores (higher than 5.5 on the assessment tool). Dietitian providing nutrition counseling should be covered by malpractice insurance.

Employee Signature: _____ **Date:** _____

POSITION:

Medical Doctor/Psychiatrist

Group 2

POSITION:

Home Care Aide

GENERAL DESCRIPTION:

This is domestic service work providing care to elderly and/or disabled clients in their homes. Employees in this class perform a variety of homemaking, personal care services, respite and chore service for assigned clients. Duties include light cleaning, washing laundry, shopping, planning and preparing meals, and escort services. Personal care services include assisting with bathing, grooming, dressing and feeding. Supervision is received from an administrative superior who reviews work for quality and conformity with departmental policies and procedures, while a Registered Nurse oversees performance of personal care.

QUALIFICATIONS:

High school diploma or GED. Six months of experience providing home care services to elderly and/or disabled adults are required.

ILLUSTRATIVE TASKS:

- Provides personal care including assistance with dressing, grooming, bathing, ambulation, transfers, mouth care, and help with toileting.
- Carries out essential housekeeping duties to maintain acceptable housekeeping standards.
- Discusses the planning of menus with individuals and families to enable the preparation of well-balanced nutritious meals.
- Performs laundry service, clothing care and repair, as needed; provides escort services when necessary; assists with shopping if required.
- Maintains daily telephone contact with supervisor to discuss ideas, information and approaches concerning the client; prepares notes of observations made about the client, and prepares time sheets.
- Informs supervisor immediately of clients experiencing unusual conditions, unattended health, and/or social service problems.
- Participates in training, meetings, and client staffing.
- Performs related work as required.

Employee Signature: _____ **Date:** _____

POSITION:

Social Worker Aide

GENERAL DESCRIPTION:

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks. Employees in this class are responsible for a variety of tasks which include interviewing and screening, records keeping, activity reports and other assigned duties. Work requires the use of some initiative and judgment in cooperating with various professional employees and the general public. Supervision is received from a professional superior who reviews work for conformity with departmental policies and efficiency of work performance.

QUALIFICATIONS:

High school. Six months of social services experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

ILLUSTRATIVE TASKS:

- ○ Makes visits to homes of Head start families for the purpose of assisting them with social service needs, including those relating to development of Head start children.
- ○ Discusses welfare of children with parents and endeavors to learn what problems may be affecting a child's learning and attendance patterns.
- ○ Discusses various needs with parents and assists families in obtaining medical attention for children, securing financial assistance in emergencies, making application for food stamps, obtaining employment or related assistance.
- ○ Records information on client case reports and follow-up contacts; refers patients to nursing homes, welfare department or other sources of assistance; processes requests for medical equipment, food and clothing.
- ○ Maintains records of interviews with individuals and families, and assists professional counselors by obtaining information for the understanding of economic, social, psychological, medical, and environmental problems relating to clients.
- ○ Reviews individual and family problems through intake interviewing; makes determination for possible alternative solutions to problems.
- ○ Provides transportation to other agencies as necessary; completes workload or activity reports as assigned.
- ○ Attends meetings and in-service training sessions as required.
- ○ Performs related work as required.

Employee Signature: _____ **Date:** _____

POSITION:

Social Worker 1

GENERAL DESCRIPTION:

This is responsible social casework in providing welfare services to adults and children, and in determining eligibility for varied types of public assistance in a county social service program. Employees in this class perform field and office investigations relative to requests for financial and medical assistance, psychiatric treatment, social service referral, vocational rehabilitation and child protective care in county welfare or health programs. Work may include responsibility for assisting patients and their relatives with personal or environmental problems which aggravate recovery from illness. Incumbents exercise independent judgment in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws, and departmental rules governing public assistance. Supervision may be exercised over assigned clerical personnel. Work is performed under the supervision of professional superiors who review work for adherence to defined standards of social casework through personal conferences and analysis of case records, and provide assistance on unusual or difficult cases.

QUALIFICATIONS:

Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

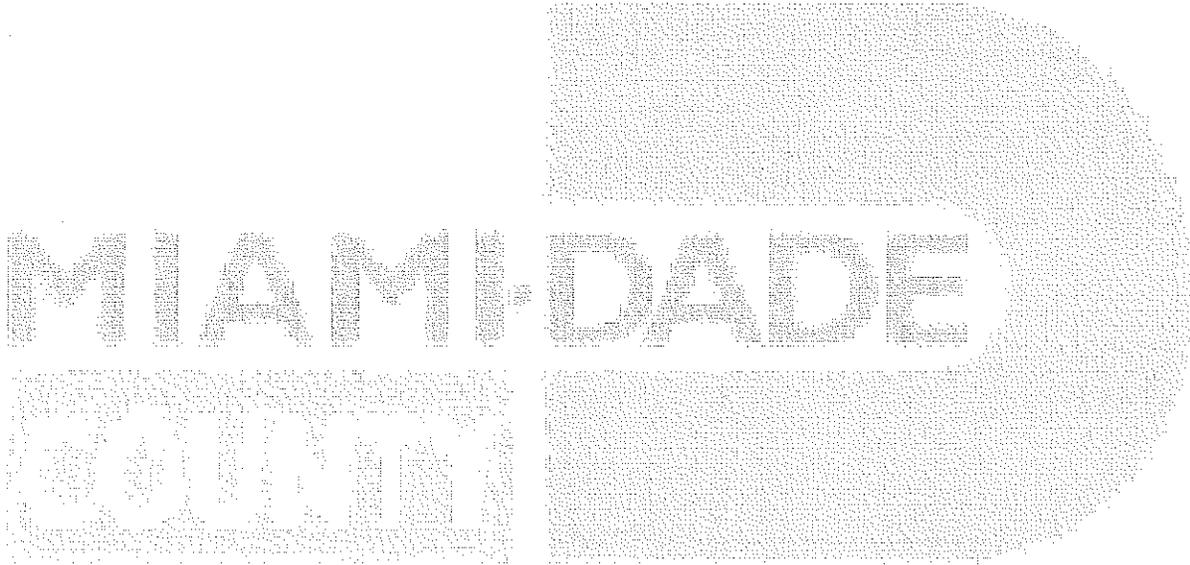
ILLUSTRATIVE TASKS:

- Interviews applicants for public assistance to determine eligibility under existing laws and departmental regulations; refers unqualified applicants to appropriate public or private welfare agencies; verifies information received through various sources; determines nature and amount of assistance needed and available under regulations; issues food and housing orders or cash grants as indicated.
- Plans with families and individual clients the use of state and private agency services; assists applicants in organizing personal resources to work toward a goal of financial independence; visits home of applicants to determine home conditions and clarify responses to interview; records essential facts and social history; prepares case records for departmental files.
- Performs required transactions for burial of indigents, the commitment of incompetent or disabled persons to county or state institutions, and acts as a court appointed guardian for dependent minors.
- Interviews and inspects home environment of applicants for boarding home licenses for both children and adults and maintains records of all inspections made; maintains lists of approved foster and boarding homes for purposes of placement of children and adults.
- Makes home visitations to ascertain the nature of home environments; investigates for fraud; packs and ships personal effects for deceased or disabled persons; arranges for repayment of funds to the county by clients or others.
- Interviews hospital patients and their relatives to compile inpatient or outpatient social service case histories for use by physicians in diagnosis and treatment.
- Inspects and participates in the placement of convalescent patients in private nursing homes within the county; makes periodic visits to ascertain condition of mental and physical health of patients in homes.
- Provides child welfare services such as placement of children in foster homes, county children's home or in arranging for the return of runaway children; assists unmarried mothers in planning for themselves and their children; arranges for housekeeper services in emergency absence of parents.
- Acts in a liaison role with medical, police, school, and court officers; makes referrals to consultants and specialists as necessary; advises clients on a limited range of personal, social, and

financial problems.

- Participates in staff conferences; confers with professional superiors on difficult assignments; prepares complete reports and correspondence on assigned cases, and maintains related records.
- Performs related work as required.

Employee Signature: _____ **Date:** _____



POSITION:

Health Services Coordinator/Administrator

GENERAL DESCRIPTION:

This is public health administrative work directing the operation of health services delivered by a multi-disciplinary staff in the facility. The employee supervises a staff of professional and technical employees in the facility. Significant aspects of the work include planning, organizing, and directing health service daily operations, contributing to service priorities, assessing staff needs, performing on-going analyses of operations to ensure that the needs of the facility are met, and conferring with hospitals and managed care organizations to ensure the effective delivery of services. Work is performed under the direction of an ALF Administrator.

QUALIFICATIONS:

Complete a State-approved training program, and pursue continuing education as well as pass licensing examination for the State of Florida Assisted Living Facility Administrator.

SKILLS:

- Excellent interpersonal and organization skills.
- Good verbal and written communication skills, including public speaking.
- The ability to work effectively with others.
- Leadership and team-building skills.

ILLUSTRATIVE TASKS:

- Supervises the activities of a large number of professional and technical personnel engaged in providing health services to the residents of the facility
- Review evaluation reports prepared by subordinates concerning facility operations
- Assists in developing health services priorities and recommends new programs or revisions of existing ones
- Consults with central program administrators on expanding service activities and increasing program effectiveness
- Makes recommendations concerning health ordinances, rules, regulations and policies to a departmental supervisor
- Determines staffing needs and patterns for the facility in conjunction with facility director; Provides training and orientation to all new health center administrators
- Initiates surveys to obtain information regarding the needs of the facility, researches and reviews any available information
- Examines programs currently in force to see if they are sufficient to meet State of Florida AHCA requirements; researches other available resources in the community to avoid duplication of services; makes recommendation once a need is identified
- Performs related work as required.
- Develops plans and processes for health services
- Ensure that laws, regulations and policies are followed (e.g. ensures adherence to safety and professional standards of practice)

Employee Signature: _____ **Date:** _____