

1/25/19



AGENCY WIDE
HEALTH SERVICES DIRECTOR
FULL TIME POSITION

This is a newly created position within ABLE's Organizational Structure.

ABLE has been providing residential services for adults and children with developmental disabilities in Houston County, SE MN for nearly 40 years. ABLE supports approximately 100 individuals within Houston County.

This position will provide direction and leadership and work along with two Health Service Supervisors within the Health Services Department to meet the needs of the people supported. Other responsibilities include but are not limited to:

- Medically related orientation, ongoing training, and support of all employees providing direct support
- On call responsibilities
- Psychotropic medication monitoring
- Annual and Semi Annual Health Reviews for people supported
- Ensure compliance of all regulatory requirements
- Procurement of Durable Medical Equipment and other health related supplies.
- Oversee and approve all medically related charges including Medical Assistance.

REQUIREMENTS:

- MN Registered Nursing License
- Prefer Bachelor's Degree and 3-5 years' experience or an Associate's Degree (ADN) with a minimum of 5 years commensurate experience.
- Proven organizational and leadership experience in Health Services or similar managerial position.
- Experience effectively utilizing MS Office software and Electronic Health Records systems.
- Experience supporting people with Developmental Disabilities.
- Proven fiscal oversight in relation to supplies, material resources and budget planning.
- Motor Vehicle Record must meet requirements of ABLE Liability Insurance.
- Ensure adherence to MN Department of Health, 245d, OSHA, Nursing Best Practices, and any other regulatory entities applicable to ABLE Health Services.
- Works independently and as a team player, within the Health Services Department and with all other departments, embracing and carrying out ABLE's Vision, Mission, Core Values, and Core Virtues.
- Respecting people supported and staff is an essential function of the position.
- Communicates effectively, both orally and in writing, with precision and clarity.

Includes excellent menu of benefits, including Paid Holidays, Personal Leave Time, some flexibility in work schedule based on program needs, along with Insurance options and 401k.

Visit www.able-inc.org and click on the "career" tab to complete an online Application or submit a Resume which includes *all* information requested on ABLE's Application.

Include salary requirements with application or resume.

Questions? Human Resource Director

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507-895-8111 x1108

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Equal Opportunity/Affirmative Action Employer