

**Working Title:** Home Care Regional Manager – Region 5  
**Civil Service Title:** Business Administrative Associate  
**LOCATION:** Chicago  
**FLSA:** Non Exempt  
**JOB POSTING: #17-056 (Exam Request title: Bus Adm Assoc RM)**

<https://jobs.uic.edu/> click link to apply

**The minimum acceptable qualifications for this position are:**

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

1. \* Bachelor's degree in Nursing, Social Work, or closely related field.
2. Two years of professional level experience, one of which at an administrative (management) level

\*Additional education, training and/or work experience in the area of specialization inherent to the position may be required

The Home Care Program Regional Manager manages the Home Care Program, operations, and staff of the Program region in accordance with UIC Policies and Procedures, Healthcare & Family Services (HFS) Administrative Rules, Policies and procedures as well as DSCC Administrative Rules, Policies and procedures.

**WORK ACTIVITIES**

- 1) Plans, directs and coordinates Home Care Program regional operations for the provision of services for DSCC home care participants in compliance with DSCC and HFS Policies and Procedures.
  - a. Develops and implements a system for assuring the provision of agency required services.
  - b. Analyzes and adjusts workload and workflow processes for optimal efficiency.
  - c. Reviews compliance with policies and procedures through a quality assurance process.
  - d. Facilitates the flow of communication throughout the assigned area of responsibility to enhance staff and agency effectiveness.
  - e. Periodic visits to Home Care Program participants as needed
- 2) Administers personnel operations for the Program Office staff in accordance with University of Illinois Policy and Rules, SUCCS Statute and Rules, and DSCC personnel guidelines.
  - a. Evaluates and manages the staffing needs of the Program region.

- b. Coordinates and implements Home Care Program region staff development and training.
  - c. Conducts hiring, and provides training and ongoing supervision and evaluation of Program regional staff.
- 3) Promotes interagency cooperation and a network of integrated services.
- a. Identifies and coordinates the recruitment, development and liaison activities with DSCC providers/vendors and community resources.
  - b. Coordinates public relation activities to the assigned geographic area.
  - c. Engages the Home Care Program office staff in interagency initiatives.
- 4) Promotes intra-agency collaboration.
- a. Serves on DSCC committees.
  - b. Provides management input regarding DSCC programs and policies.
  - c. Coordinates program activities for participants served in both the Home Care and Core programs.
- 5) Performs additional duties as assigned.