



Clinical Nurse Manager, Licensed Home Care Agency

Salary Range: \$93,000 to \$97,000 **PLUS \$3,500 SIGN ON BONUS!!!**

Classification: Exempt

Reports to: Clinical Manager

About Us:

Sunnyside Home Care is a Licensed Home Care Service Agency (LHCSA) that provides dedicated, compassionate care to over 1,500 home-bound individuals throughout New York. We offer tailored services to private pay and contract clients, focusing on helping individuals remain safe and comfortable in their homes. Our team of home health aides plays a crucial role in supporting our clients, and our nurses ensure the highest standards of care and supervision. Our management team is the pinnacle of leadership and expertise, driving excellence across the agency to ensure that every aspect of care is delivered with professionalism and integrity. Through their guidance, we continually enhance our services to meet and exceed the expectations of our clients and their families.

Position Summary:

We are seeking a full-time, experienced **Registered Nurse** to join our team as a **Clinical Manager**. This position is primarily office-based but will occasionally require field visits to conduct home assessments, manage client care, provide clinical supervision to Home Health Aides (HHAs), and collaborate with healthcare professionals to ensure the best possible outcomes for our clients. The ideal candidate must be highly organized, capable of prioritizing workload, problem-solving, and ensuring proper documentation and regulatory compliance.

Essential Duties and Responsibilities:

The Clinical Manager may perform these duties and others as assigned:

- **Nursing Team Leadership:**
Lead and coordinate the nursing team to achieve performance targets, ensuring adequate staffing levels to meet visit requirements.
- **Client Care and Admissions Oversight:**
Oversee and ensure that all clients meet the agency's admission criteria and are appropriate for home care services.
- **Discharge Oversight:**
Ensure all clients are safely and appropriately discharged from the agency, adhering to regulatory and agency guidelines.
- **Policy and Compliance Adherence:**
Ensure compliance with all agency policies and procedures, fostering a culture of regulatory adherence.
- **On-Call Coverage:**
Ensure adequate on-call coverage for the agency. Serve as a backup for on-call shifts and cover on-call duties as needed, including conducting visits when required.
- **Clinical Record Audits:**
Under the guidance of the director, conduct and lead clinical record audits, reporting findings to the agency's quality improvement committee. Implement any required improvements to meet regulatory and care standards.
- **Staff Support and Development:**
Provide ongoing support and guidance to nursing staff. Identify areas where training is needed



and ensure continuous professional development. Conduct annual nursing staff evaluations and evaluate nursing staff as needed to ensure competent and compliant care delivery.

- **Quality Improvement and Compliance Committees:**
Serve as a member of the quality improvement and corporate compliance committees, ensuring nursing services meet high standards of care.
- **Form 485 Follow-up:**
Monitor and ensure timely completion and follow-up MD orders for home care services to ensure accurate and compliant care.
- **Staffing and Scheduling:**
Ensure staffing levels meet client care needs and monitor staff schedules to maintain compliance with visit requirements.
- **Incident Investigation and Reporting:**
Participate in incident investigations and ensure thorough follow-up and resolution.
- **Documentation and Regulatory Compliance:**
Oversee and ensure timely, accurate documentation that meets regulatory standards and agency requirements, including knowledge of form completion and HRA contract requirements.
- **Industry Awareness:**
Stay informed of home care regulations and standards, including those for licensed home care agencies, applying this knowledge to ensure ongoing compliance.
- **Professional Development and Meetings:**
Attend agency and department meetings, participate in professional development activities, and perform other duties as assigned.
- **Family and Agency Liaison:**
Possess the fitness to liaise between families and agency workers, resolving issues and ensuring clear communication to support client care.

Qualifications:

Licensing & Experience

- Current NY State Registered Nurse (RN) license required.
- Bachelor of Science in Nursing (BSN) preferred
- Prior clinical nursing experience required
- Prior Supervisory experience in home care required
- Requires a minimum of 3 years of community care experience.
- Knowledge of Microsoft office required
- Knowledge of HHAE or similar home care platforms is ideal
- Bilingual Spanish is preferred.
- Must have a valid driver's license and regular access to a vehicle.
- Skills & Competencies
- Strong organizational and management skills with the ability to prioritize workload
- Excellent verbal and written communication skills.
- Proven clinical skills and experience enforcing home care regulations.
- High-functioning professional who can work as part of a supportive team.

Physical Requirements:

This position involves occasional bending, sitting, stooping, and standing

**Working Location:**

Office location conveniently accessible by public transportation (10-minute subway ride from Grand Central). A hybrid work model is available, with three days in-office and two days remote, when applicable. Occasional evenings, weekend, and holiday work may be required to meet operational demands.

Benefits Package:

Comprehensive medical, dental, and vision insurance.
403(b) retirement plan with employer contributions.
Flexible spending account and transit program.
Employee Assistance Program.
20 days of paid vacation annually.
12 paid holidays.
12 paid sick days.
5 personal/floating days.
Life insurance.
Long-term disability coverage.

How to Apply:

Interested candidates should submit a cover letter and resume with the subject line “Clinical Manager” to Sherlon McKenzie at SMCKenzie@scsny.org

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about **Sunnyside Community Services**, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer