

## **Job Posting: Client Services Supervisor**

### **Company Description**

Allegiant Home Care provides a range of home care services and geriatric care management from offices in Manhattan, the Bronx, and Brooklyn. We serve both geriatric and pediatric populations across New York City and Nassau County, helping our clients to recover from health events and manage chronic conditions.

We anticipate that this position will primarily be based in the Upper East Side of Manhattan. Interested candidates please respond via email to [hr@allegiant-homecare.com](mailto:hr@allegiant-homecare.com). No phone calls or faxes, please.

### **Responsibilities**

- Oversee daily operations of Allegiant Home Care's service provision, including case coordination, compliance with standards and contractual obligations, and human resources
- Manage a team of coordinators with private, Medicaid, and Medicare caseloads
- May also include some outreach responsibilities

### **Qualifications**

- Bachelor's degree or higher
- Experience in or detailed knowledge of home care case coordination
- Demonstrated leadership, with a focus on operational performance improvement
- At least four years of experience in home healthcare generally, with track record of superior performance and management responsibility
- Strong knowledge of home health regulations and compliance requirements
- Strong knowledge of aging: bio psychosocial issues and various public, non-profit and private sector programs and services
- Excellent written and verbal communication skills
- Familiarity with home health program software, preferably HHA Exchange. Proficiency in Microsoft Outlook and Excel
- Ability to multi-task in fast paced environment
- Good time management and attention to detail