**Director of Operations**

Location: Rochester, MN

Full-time: 40 hours per week – 1.0 FTE

(Day shift)

**Description:**

Seasons Hospice is a community based, non-profit organization in Rochester, MN. We provide specialized care to people living with terminal illness while giving support to their loved ones. We have been caring for residents of southeastern Minnesota for over 25 years with our home hospice services and residential hospice facility.

The **Director of Operations** is responsible for the implementation, delivery, and supervision of the disciplines of Social Work, Chaplain, Music Therapy, Massage Therapy, and the Bereavement Counselors and Administrative Assistant in the Center for Grief Education and Support. The Director of Operations works under the general direction of the Executive Director.

This position provides planning, guidance, and coordination on services to ensure quality of care, patient safety, and patient, employee, and provider satisfaction through efficient use of resources. The Director of Operations provides oversight for operations of the clinical departments using a collaborative approach by working actively with the leadership team and the department staff.

This position ensures services are consistent with mission, vision and values of Seasons Hospice. This Director of Operations is responsible for meeting all regulatory standards and quality outcomes as defined by the organization, state, and federal guidelines for the department.

**Job Specifications**

* Education and Training –Bachelor degree in Social Work from an accredited SW program required. MSW degree required.
* License or Certification – Current LICSW license by applicable MN state requirements. Current licensed supervisor through the MN Board of Social Work, preferred. If not currently a licensed supervisor, this requirement must be met within one year from date of hire. Valid driver’s license with acceptable driving record per policy.
* Experience – Two (2) + years of previous management experience in a health care facility preferred. Previous hospice experience desired.
* Additional skills - Daily access to a reliable and insured vehicle. Must have strong written and verbal communication skills, strong organizational skills, accurate and attentive to details, proficient keyboarding skills, prior experience with electronic medical record systems and belief in the hospice concept.

We seek employees that have an interest in or experience with providing end of life care, are technically skilled, possess superior interpersonal skills and have a desire to contribute to our culture of caring. Our staff provides individualized, comprehensive and compassionate care, education and support for the dying, their loved ones and those who have experienced loss.

Seasons Hospice is committed to creating a positive work environment where employees are valued and feel they can contribute fully to the success of our organization. We offer competitive salaries, flexibility and a comprehensive benefit program for eligible positions.

**To view a complete job description, please visit the *Join our Team* page on our website at** [**www.seasonshospice.org**](http://www.seasonshospice.org)**.**

**Position #:** 880

*Seasons Hospice is an Equal Opportunity Employer*

Job Type: Full-time