

# Hospice Supervisor

Job ID 212173

 SUMMARY

We are currently seeking a **Hospice Supervisor**to join our Hospice team. The current vacancy is full time with benefits, 80 hours per pay period, Monday - Friday, day shift, on call every 3rd weekend.

This position will assume responsibility for leadership and management of staff and clinical services for patients receiving care from Hennepin Healthcare Hospice including core and non-core services

**Required COVID-19 Vaccinations for Employees**

Hennepin Healthcare will begin requiring employees to be fully vaccinated against COVID-19. This includes all employees, volunteers, students, and contracted staff, with limited exemptions for medical or religious reasons.

RESPONSIBILITIES

* Ensure the delivery of clinical services, both core and non-core, in accordance with Medicare Conditions of Participation, TJC standards and other accepted standards of practice
* Demonstrate understanding and working knowledge of all rules and regulations governing hospice care as well as TJC standards
* Assume responsibility for staying current with changes to rules, regulations and standards as they relate to clinical practice
* Lead and collaborate with the interdisciplinary team and others involved in the care of hospice patients to ensure that the physical, psychosocial, environmental, safety and developmental needs are met
* Ensure that each patient has an individualized plan of care including goals, coordination of care, care interventions and outcomes
* Lead interdisciplinary team meetings
* Ensure services are available 24-hours -a -day, seven -days a week, including participation in back-up on-call coverageAssist in meeting the nursing needs of Hospice patients when required, performing in accordance with the Nurse Practice Act and Licensure law
* Evaluate staffing to provide sufficient personnel for delivery of hospice services to hospice patients
* Provide mentoring and supervision of direct care staff including annual supervisory visit, competency testing, and performance appraisal
* Participate in interviewing, hiring, orienting and evaluating staff
* Participate in training and education of volunteers as needed
* Participate in assessment, planning and delivery of staff education programs
* Participates in the development of clinical policy and procedure
* Participate in Quality Assessment Performance Improvement (QAPI) activities, including but not limited to, the development of an annual, program wide, comprehensive quality assessment performance improvement plan
* Collaborate in problem-solving with staff regarding facility or community partner issues or complaints
* Lead clinical team meetings and other meetings as required and/or requested
* Lead and monitor the collection of data regarding patient care outcome measures
* Monitor and collect data regarding clinical services to ensure clinical documentation and practice is in accordance with standards of practice, regulations and licensure rules
* Serve as a resource person for staff regarding clinical practice and documentation
* Conduct regularly scheduled meetings with team staff
* Assist with education of nursing, medical and other student seeking learning opportunities in hospice care
* Participates in community and professional education regarding end-of-life care and hospice services
* Perform other duties as assigned

**Qualifications - External**

QUALIFICATIONS

Minimum Education/ Work Experience:

* Graduate of an accredited school of nursing

OR

* An approved equivalent combination of education and experience

Preferred Qualifications:

* Bachelor’s degree in nursing
* Three years or more of clinical experience in a health care setting, preferably home care or hospice including supervision and mentoring of staff
* One year of nursing management
* Previous hospice experience

Knowledge/ Skills/ Abilities:

* Demonstrated management ability and knowledge of nursing practice
* Must have strong written and verbal communication skills
* Must have general computer skills and a working knowledge of MS Office, Outlook and the internet
* Belief in the hospice philosophy and concept of care
* Must be self-confident and self-sufficient
* Demonstrated skills in workload management
* Strong skills in communication, teaching and negotiation
* Demonstrated ability to use available resources creatively
* Willing to be flexible and adjust to ongoing changes in health care systems
* Value experience, competence and sensitivity to working with people of different races and cultures
* Must be able to work well as a team leader/member
* Must be well grounded in professional ethics
* Must be able to speak and write the English language in an understandable manner
* Must have computer skills necessary to accomplish requirements of position, including e-mail, word processing, related facility software and internet research tools
* Must possess speech/sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
* Must be able to sit, stand, use hand to finger, bend, lift, push, pull, carry, reach with hands and arms, move intermittently, walk up, and down stairs or use ladder occasionally
* Must be able to lift, carry and move equipment or supplies, etc. not to exceed 35 pounds

Leadership Knowledge/Skills/ Abilities:

* Skilled in overseeing the efforts of individuals within the department
* Ability to effectively involve department staff in the application of quality measurement and improvement tools
* Skilled in fostering a positive workplace culture and building inclusive workplace teams
* Demonstrated ability to quickly learn new technologies and systems and provide instruction on complex processes
* Capable of assisting managers with decisions and activities
* Ability to appropriately prioritize and carry-out work
* Ability to comfortably and effectively facilitate meetings and feedback sessions

License/ Certifications:

* Current Minnesota RN License
* Valid MN Driver’s License and daily access to a reliable and insured vehicle

To apply:

Submit application/resume online: [www.hennepinhealthcare.org/careers](http://www.hennepinhealthcare.org/careers)