**Name of organization:** Hospice of Douglas County

**Job Title:** Hospice Supervisor

**Contact Information: Application packets are available by contacting:** Stacey Lhotka, Human Resources Coordinator @ [staceyl@horizonph.org](mailto:staceyl@horizonph.org) or 320-762-2975. Application packets are also available at www.horizonpublichealth.org

**Description:**

**Hospice of Douglas County**

**A division of Horizon Public Health**

**POSITION VACANCY**

**Public Health Supervisor**

Hospice of Douglas County is seeking applicants for a Full Time Exempt Public Health Supervisor. The hospice supervisor will provide overall planning, direction, coordination, management and supervision of all hospice services, programs and activities to include the supervision of all hospice employees and volunteers and oversight of contracted workers.

Minimum qualification: Bachelor’s degree in nursing required. 3-5 years of hospice experience preferred. Prior supervisory experience beneficial. Successful applicant must pass a criminal background check and a pre-employment drug test. Must have valid MN driver’s license and reliable, insured transportation.

**Essential Functions**

Provide leadership to the QAPI program. Document what quality improvement projects are being conducted, reasons for conducting the projects and measurable progress achieved on these projects. Develop ongoing performance improvement projects (PIPs) and report on the outcomes.

Perform quarterly chart review and report results to the Horizon Hospice Advisory Board and at Hospice Staff meetings.

Manage the Hospice Emergency Preparedness plan. Review and update the plan annually. Conduct a full scale and table top exercise annually.

Conduct meetings with the Horizon Board Hospice Advisory committee three times/year. Develop the agenda and take minutes for every meeting.

Develop and provide ongoing education for staff, volunteers,, nursing homes and other community partners.

Develop monthly hospice staff meeting agendas and take minutes. Keep staff updated regarding ongoing Medicare regulations and changes.

Act as a resource for staff regarding all ongoing patient care, hospice regulations and requirements.

Maintain the hospice on call team and yearly calendar. Provide ongoing training on current on call staff and train new on call nursing staff.

Maintain and develop contracts for Nursing Homes, Pharmacy, DME, Medicare Survey Company.

Manage contracted staff including annual contracts, evaluations, ongoing education, checking dailies, ensuring ongoing payment.

Attend and Lead weekly IDT meetings.

Oversee the volunteer coordinator and overall volunteer program. Provide and arrange ongoing education to volunteers.

Continue to keep updated on any changes to Medicare regulations. Develop and institute the changes.

Oversee the Bereavement Program to ensure compliance with Medicare regulations.

Review dailies and complete dailies weekly.

Attend community meetings and represent Hospice of Douglas County including the Opioid Task Force and Cancer Committee.

Manage all outreach for Hospice of Douglas County including brochures, radio ads, newspaper articles and ads, other publications, website and Facebook.

Oversee the hospice budget. Manage donations and memorials.

Maintain the Longfellow Foundation Grant. Plan the annual meeting and develop proposals for grants. Follow through on all

projects and proposals from the Longfellow grant.

Review and approve invoices for hospice including pharmacy, DME, medical supplies etc.

Manage the Palliative care program.

**General Definition of Work**

Performs difficult administrative work participating with the Administrator in planning, developing and implementing the programs, services and activities of the Public Health agency; supervising professional and paraprofessional staff and programs; ensuring compliance with federal, state and local regulations; maintaining records and files and preparing appropriate reports; promoting agency values and mission, using public health principles as a guide., and related work as apparent or assigned. Work is performed under the general direction of the Assistant Public Health Administrator. Continuous supervision is exercised over assigned staff.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Additional Essential Functions**

Supervises professional and paraprofessional public health staff.

Manages day-to-day operations of public health programs and activities.

Plans, directs and supervises program and system development.

Participates in recruiting, hiring, training, and evaluating staff in their respective positions. Recommends disciplinary and other personnel actions.

Conducts quality assurance activities complying with federal, state and local regulations and guidelines; participates in agency quality improvement (QI) projects and works on planning QI projects for the department.

Demonstrates leadership in monitoring health status of communities to identify public health issues; utilizes leadership, team building and organizational skills to mobilize community partners in identifying and addressing community health problems.

Assists in assessment, development, implementation and evaluation of policies, procedures and long range plans that support public health initiatives and programs. Assists in grant writing, monitoring and reporting relative to designated program areas.

Participates in committees and community organizations to represent the department and to share program information and professional knowledge with outside groups; informs, educates and empowers the public regarding health issues of local importance.

Performs management duties in the absence of the Administrator or Assistant Administrators.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.

**Knowledge, Skills and Abilities**

Required Competency and Skills: Knowledgeable of Tier 2 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas including such responsibilities as program development, program implementation, program evaluation, establishing and maintain community relations, managing timelines and work plans, and presenting arguments and recommendations on policy issues.

Comprehensive knowledge of related industry organization and department policies, practices and procedures, program-specific manuals and resources, and grants; Minnesota public health laws, regulations and principles.

Thorough knowledge of related industry, organization and department legal guides, recommendations, best practices, ordinances, laws and union contracts; staff timesheets and mileage reports, performance evaluations, program-specific reports, quality assurance reviews and audits, incident reports, referrals and assignments; thorough knowledge of grant reports and spreadsheets. General knowledge of standard office equipment, standard office software, program-specific software and electronic health records. Skill in public speaking and working with community groups and organizations. Ability to make arithmetic computations using whole numbers, fractions and decimals, and to compute rates, ratios and percentages; to apply public health principles to communities, families and individuals; to maintain effective working relationships with staff, administration, community partners, policy makers, associates and the general public; to direct, teach, supervise, evaluate and build capacity in public health staff. Ability to assess, plan, implement and evaluate public health programs; to exercise sound judgment and demonstrate critical thinking in making independent decisions; to maintain confidentiality, and to be non-judgmental and culturally appropriate.

**Education and Experience**

Bachelor's degree in nursing, public health, or related field and three to five years of public health related experience, preferably including public health supervision.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Nurses must have a current Public Health Nurse Certification or eligible for certification within three months of hire and

have a MN Registered Nurse License (unrestricted).

Upon employment or within six months of hire, training in AWAIR, CPR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices and fire training.

Valid driver's license.