**Hospice of Murray County**

**Slayton, MN**

**Administrator**

As administrator, you are responsible for all aspects of hospice operations including: management and oversight of clinical processes, regulatory compliance, financial outcomes to include but not limited to budget development and monitoring costs to meet budget, operational procedures and the selection and development of staff. Lead daily operations, ensuring effective and efficient utilization of resources and staffing, managing the interdisciplinary hospice team, nursing services, spiritual bereavement care and volunteer services. This position oversees dedicated committees and provides regular reporting to the area community board.

This position is also responsible for developing external relations within the surrounding communities, hospitals, senior and assisted living facilities and nursing homes within the Hospice of Murray County footprint and overseeing fundraising campaigns and events.

Your leadership encourages a respectful and dignified environment for our interdisciplinary team, patients and their loved ones. If you have the proven ability to lead teams and are compassionate about quality care, enjoy cultivating and expanding relationships within our communities, then this may be just the calling for you.

**Job Requirements:**

* Minimum of 3-5 years in an administrative or supervisory capacity in a home health agency, hospice or other health related program.
* Bachelor’s Degree in business, health care, nursing or related field. Nursing diploma acceptable.
* Knowledge of hospice practices and legal requirements to oversee a hospice office.
* Excellent communication skills required.
* Demonstrated leadership ability.

         Contact information – Nathan Schunke

         Closing date – 11/12/18