Job Title: Home Care RN Clinical Manager
Department: Home Care
Reports to: Chief Clinical Officer

Description:
Angela Hospice, a nonprofit leader in hospice care for over 30 years, is seeking a Home Care RN Clinical Manager to join our exceptional team.

Combine your knowledge and skills with a meaningful purpose by joining our team of outstanding professionals who share a common vision of compassion and respect for human dignity in serving the hospice community.

Primary Duties and Responsibilities:
- Follows established standards of nursing practice and Angela Hospice Home Care, Inc. policies and procedures.
- Coordinates patient’s care with Medical Director and/or Nurse Practitioners or other physicians involved in patient’s care plan.
- Supervises the day-to-day operation of patient care teams at all locations, including home, nursing home, assisted living or general in-patient facilities.
- Supervises the admission/discharge process for all patients and scheduling for all clinical disciplines.
- Supervises Clinical Coordinators, Referral Center and nursing team members.
- Conducts bi-weekly Interdisciplinary Group conferences, or assigns an alternate, and participates in committees that directly affect the home care clinical area.
- Coordinates total continuum of patient care: medical, therapeutic, spiritual or bereavement under the Interdisciplinary Group Team (IDG).
- In summary, reviews and resolves concerns from staff, patients and families and referral sources as they arise.
- Pursues on-going continuous professional development and education in health care, administrative and management areas.
- Provides leadership and knowledge of clinical skills necessary for the support of the nursing staff.
- Serves as a liaison between staff, patient and physician as needed.
- Communicates with Home Care Clinical Manager on a regular basis.
- Provides education support and supervises peers during the orientation process and beyond.
- Supports the new employee process and mentors all staff through a mentor program.

Angela Hospice offers an excellent compensation package.
• Handles initial complaints from staff, patients and families and forwards to appropriate person
• Works with Infection Control, Quality Outcomes and Employee Relations to review, evaluate and follow-up on all reported patient and employee incidents (via incident reports)
• Conducts annual performance evaluations of pertinent staff and monitors activities and quality of work
• Maintains and evaluates compliance with state/federal regulations, NHPCO standards, Medicare Conditions of Participation, CHAP accreditation and all other applicable standards and guidelines
• Identifies own educational needs to keep current and upgrade knowledge and skills via workshops, seminars and self-study
• Uses established confidential communication channels to communicate pertinent information
• Assists in maintaining a safe, neat and clean environment, reporting any suspected deficiency
• Assures the comfort, privacy and dignity of each patient and interacts with residents/patients/families and team members in a manner of warmth and promotes a caring environment
• Reports promptly, to the Home Care Clinical Manager, any incident or evidence of abuse or violation of patient/family rights

Qualifications:
Able to actively advocate within the Patient/Resident first philosophy
Current Michigan nursing license
Graduated from an accredited nursing program, Bachelors preferred
Preferably, current hospice certification
Previous hospice, administrative experience in an inpatient or home care setting or equivalent with a sound clinical knowledge base
Excellent organization, time management and managerial skills
Excellent reading, writing, grammar, and mathematics skills
Proficient computer knowledge and skill
Proficient interpersonal relations and communicative skills: with staff, patients, family members, physicians, and all team members and public relations.
Auditory and visual skills
Ability to work with little or no supervision
Cooperative, team manner with leadership abilities
Satisfactory completion of post-offer requirements, pre-employment physical and a criminal background check
Knowledge of Federal/State, NHPCO and CHAP regulations and guidelines including patient rights, confidentiality and HIPAA