Job Title: Home Care Coordinator – Full Time
Department: Home Care
Reports to: Home Care Clinical Supervisor

Description:
Angela Hospice, a nonprofit leader in hospice care for over 30 years, is seeking a Home Care Coordinator 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:
- Provides daily operational and administrative support to Home Care
- Maintains Home Care weekly, monthly and Holiday schedules insuring recommended staffing for each Home Care group
- Maintains and tracks Home Care staff attendance (PTO) in Paycom
- Approves staff PTO with guidance of Clinical Supervisors
- Approves Company Mileage
- Assists Supervisors with approving timesheets and payroll by verifying nurse and hospice aide visits in Casamba timesheets
- Coordinates staff credentialing at partnering facilities and hospitals
- Schedules and organizes Home Care staff meetings as well as maintain meeting minutes
- Enters Home Care, Case Managers, Admit team, On Call and Patient Support Center staff's monthly schedule in Casamba and Paycom
- Works with Clinical Supervisors to track invoicing from security and interpreter services
- Verifies previous day admission entries in Casamba
- Maintains file of frequently used forms for the Home Care clinical team
- Faxes daily required information to Checker Pharmacy
- Schedules hospice aide visits for new and existing Home Care patients per visit frequency orders and by communicating with patients, families, facility staff and hospice aides
- Monitors unassigned Casamba hospice aide visit orders as well as visits, schedules the visits based on patient/family needs, available staff and assigned team
- Assigns hospice aides based on location, facility and assigned team
- Provides patient visit coverage with alternate aide when assigned hospice aide is absent
- Communicates schedule changes to hospice aides due to death, new assignments, refused visits or changes in patient location
- Communicates schedule changes to patients/families due to assignment changes staff absence or weather delays
- Enters missed visit documentation with standard note template
- Communicates patient/family concerns to Clinical Supervisor
- Utilizes established confidential communication channels when sharing patient information

Angela Hospice offers an excellent compensation package
information for the purpose of scheduling
• Provides weekly hospice aide visit schedules for facility patients to facility management
• Manages reports in Casamba pertinent to role
• Assists new staff with necessary on boarding tasks (mailbox, pic point access) and develop checklist and reference guide
• Prepares new staff information/packets

Qualifications:
• Hospice, home health or related organizational experience preferred
• Excellent organization, time management and managerial skills
• Excellent reading, writing grammar and mathematical skills
• Proficient computer knowledge and skill: Word, Excel, Casamba, Scheduler and Paycom all a plus
• Proficient typing skills required
• Excellent skills: communication, both verbal and written, problem solving, people skills