Job Title: Home Care Business Supervisor
Department: Home Care
Reports to: Home Care Clinical Manager

Description:
Angela Hospice, a nonprofit leader in hospice care for over 30 years, is seeking a Home Care Business Supervisor 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 guidance and support to Home Care Coordinators and Schedulers.
- Provides leadership and knowledge of systems necessary to perform and manage staffing models, scheduling, patient assignments and payroll functions.
- Develops standardized processes and procedural guidelines to ensure consistent application of administrative functions.
- Monitors and evaluates performance of Coordinators and Schedulers.
- Ensures timely posting and maintenance of Home Care weekly, monthly and holiday schedules.
- Assist with entry of Home Care Teams monthly schedule into Casamba and Paycom systems.
- Ensures clinical staff visit orders and frequencies are met based on patient/family needs, orders and communicates the same to those involved and/or affected.
- Maintains and tracks Home Care staff attendance (PTO) in Paycom.
- Approves staff PTO with guidance of Clinical Managers.
- Assist Clinical Managers with payroll processing through visit verification and errors in timesheet recording such as overlaps and duplications.
- Assist in staff meeting preparation, communication and maintaining meeting minutes.
- Meets with new staff members and assist with necessary on boarding tasks required to perform their jobs. Ensures new staff information/packets are properly prepared.

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