**Hospice Team Leader**

**Westminster Canterbury at Home**

3181 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Provide initial and on-going assessment of patient and family needs related to the patient’s terminal diagnosis. Supervise and coordinate the implementation of the interdisciplinary plan of care and revise, as necessary. Provide ongoing consultation with patient/family member regarding all aspects of a terminal diagnosis. Supervise, communicate, and collaborate with other members of the hospice interdisciplinary team.

**RESPONSIBILITIES**

* Supervising the implementation of the patient’s plan of care, by receiving referrals, assigning cases, auditing, organizing, overseeing, integrating, and modifying the resources necessary to reach desired outcomes. Conferences with Medical Director regarding any questions about an individual’s eligibility for services. Evaluates the effectiveness of the plan on an ongoing basis
* Providing ongoing clinical assessment and provides care to clients and families. Assures an accurate evaluation of client needs and develops and implements a comprehensive interdisciplinary care plan that addresses those needs. Follows current professional standards of practice and agency approved protocols.
* Auditing and maintaining current and accurate client records through use of laptop computers and paper/chart documentation in accordance with agency policies, federal, state, and local guidelines. Assists the Interdisciplinary Group in establishing appropriate goals, priorities, and plans of care. Completes clinical record reviews quarterly. Participates in data collection, analysis and performance improvement projects.
* Collaborating with other disciplines, suggests and/or processes internal or external referrals in order to meet the comprehensive needs of the clients. Facilitates interdisciplinary team meetings with facilities and/or hospice personnel to promote coordination of care and discussion on interdisciplinary group involvement
* Supervising and monitoring the performance and skills of Interdisciplinary team members. Is available at all times during operating hours to assist clinicians as appropriate. Acts as resource to clinicians in field.
* Completes employee evaluations and collaborates with the Administrator regarding disciplinary actions.
* Ensuring organizational compliance with legal, regulatory and accreditation requirements.
* Assisting in managing conflict and complaint management / resolution
* Ensuring Hospice personnel stay current with clinical information and practices
* Ensuring supportive services are available to staff.
* Directing staff in performance of their duties including admission, discharge, transfer, revocation and provision of service to patients.
* Ensuring appropriate staff supervision during all service hours
* Ensuring services provided by other agencies are authorized by hospice.
* Ensuring collaboration with agencies and vendors for effective management of services
* Ensuring standards of ethical clinical practice are maintained.
* Providing staff development including orientation, in-service education, continuing education and evaluation of staff.
* Provides professional nursing service as needed.
* Scheduling a similarly qualified alternate to be available at all times during operating hours in the absence of the administrator.

**QUALIFICATIONS**

* Prefer more than two years experience as a Registered Nurse in health care, preferably in home health or hospice
* Knowledgeable of applicable local, state, federal regulations
* Holds an unencumbered state license as Registered Nurse
* Current CPR certification (Basic Life Support)
* Strong computer skills, including Excel, Word, PowerPoint
* Must possess good verbal and written communication skills
* Must be able to meet deadlines, work under limited supervision and be able to handle various projects and schedules simultaneously
* Must have experience with all types of office equipment, i.e. copier, fax, multi-line phone system
* Must be 18 or older
* Must be able to perform cardiopulmonary resuscitation and relief of an obstructed airway; climb at least 2 flights of stairs and be able to stand and/or walk for a period of at least 4 hours
* Valid state driver’s license
* Motor Vehicle Driving Record satisfactory to the agency and its insurance providers
* Proof of motor vehicle insurance

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision