

Job Title:	Home Health and Hospice Director	Department:	SMC Hospice SMC Home Health Care
Position Type:	Full Time	Job Category:	Non-exempt
Supervisor Title:	Director of Patient Care	Dress Code Requirements:	Scrubs, closed toe shoes, business casual. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
Created Date:	April 2014	Last Updated:	July 2016
Educational Requirements:	Bachelor's degree preferred in Nursing with a current ND license.	Credentials Required:	Current licensure with NDBON Certification in HPC helpful
Shift:	Days, Monday through Friday	Hours/Call:	Available weekends and on call in case of real department needs.
Travel Required: (Driver's License Required)	50% within the service area	Equipment Knowledge:	Basic nursing equipment, DME, and wound vacs, business office, computer, cell phone
Knowledge/Skills/Abilities/Experience Required:			
<p>Two years experience in Hospice preferred. Prior experience in administrative or supervisory capacity preferred. Prior experience in budget reports and pain management, with knowledge of Long Term Care regulations preferred. Knowledge of reimbursement and third party payer issues preferred.</p> <p>Ability to speak to groups of providers and consumers of health care. Possesses understanding of rural development issues and rural health problems. Demonstrates knowledge in caring for patients and families in death and dying situations. Understands and possesses knowledge of chronic pain management. Possesses an understanding of Hospice concepts and supports the value of palliative care. Able to work with an inter-disciplinary team to provide bereavement services.</p> <p>Keeps current in advances in Home Health Care and Hospice by attending continuing education programs and inservices as allowed by hospital finances.</p> <p>Responds effectively in emergency and stressful situations. Communicates frequently with coworkers, physicians, patients, and families. Ability to arrange and rearrange daily schedule, taking into consideration the duration and location of scheduled visits, meetings, unexpected situations, etc. Considerable amount of time is spent completing and reviewing charts, as well as independent decision-making. Is comfortable with discussing death and dying issues.</p>			
Job Description			
<p>A Department Manager level position with the skills and knowledge of a registered nurse. Is responsible for planning, coordinating, and implementing the care of Home Health and Hospice patients. Promotes the growth and development of the HHC/Hospice departments, ensuring compliance with Federal and State regulations.</p> <p>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Responsible for the overall management and decisions concerning the Hospice and Home Health departments. Responsible for hiring new employees. 2. Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results. 3. Assures the HHC and Hospice departments comply with Federal and State regulations, maintaining licensure, and certification. Prepares for and assists with surveys by regulatory bodies. 			

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<p>4. Responsible for the planning and budgeting of the Hospice and HHC departments. Makes decisions as needed to control expenditures in an attempt to stay within budgeted expense levels. Submits monthly reports to Administration showing number of patients served, admitted, discharged, etc. Prepares special reports as needed. Coordinates and supervises the HHC/Hospice billing.</p> <p>5. Supervises Volunteer Coordinator and volunteer involvement in the Hospice program.</p> <p>6. Has overall responsibility for the Hospice fundraising program.</p> <p>OTHER DUTIES</p> <p>1. Ensures the orientation process is completed within three months of hiring.</p> <p>2. Develops, maintains/implements policies and procedures, and establishes departmental standards.</p> <p>3. Provides consultation and guidance to personnel while promoting good employee relations.</p> <p>4. Enforces quality and customer service standards</p> <p>5. Assures efficient, cost effective use of supplies and equipment.</p> <p>6. Represents the Hospice and HHC departments with internal/external meetings.</p> <p>7. Represents the Hospice department in organizational and community groups, when designated, to promote services offered and to educate the public on the Hospice concept and philosophy.</p> <p>8. Facilitates Advisory Board meetings.</p> <p>9. Conducts Hospice & HHC staff meetings.</p> <p>10. Updates contracts with contracted services as needed.</p> <p>11. Responsible for assuring required reports are completed within designated time frames</p> <p>12. Submits monthly census/statistics reports to Administration. Prepares special reports as needed.</p> <p>13. Assists with all month end reports and charge slips to ensure that all month end paperwork is turned in to the Business Office by afternoon of the fifth working day of the following month.</p> <p>14. Responsible for the establishment of quality assurance studies with appropriate follow up. Develops indicators for assessing quality patient care and utilization review.</p> <p>15. Upholds the mission and philosophy of Sakakawea Medical Center.</p> <ol style="list-style-type: none"> a. Shows respect for the dignity of each client by being responsive to concerns of client, doctor, family members, visitors, and fellow employees. b. Maintains confidences and uses discretion when dealing with sensitive issues in providing services to others. c. Demonstrates a positive attitude of loyalty when dealing with sensitive issues in providing services to others. d. Demonstrates a positive attitude of loyalty in observing and carrying out agency policies and procedures. <p>16. Assists Volunteer Coordinator in the education, direction, scheduling, and promotion of the SMC and Hospice volunteer programs.</p> <p>17. Assures quality volunteer involvement and develops recognition program with Volunteer Coordinator.</p> <p>18. Maintains statistics and data regarding volunteer services and hours.</p> <p>ADDITIONAL NOTES</p> <p>This job description does not reflect all duties that may be assigned to this position.</p>			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 		

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	<ol style="list-style-type: none"> 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	<p>Variable work conditions. May be required to sit or stand for long periods of time, and get in and out of vehicle frequently. Expected to carry objects ten to thirty pounds, lifting over fifty pounds.</p> <p>Direct patient care may require occasional standing, bending, lifting, crouching or kneeling. Ability to go into homes, which may require a considerable amount of stairs or other barriers.</p>		
Environmental Factors:	<p>Expected to travel in hot and cold weather and variable road conditions. Office environment is small with frequent interruptions. There is potential exposure to mechanical, chemical, electrical, environment, and domestic animal hazards. There is potential exposure to body fluids and needle sticks.</p>		
<p>I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			
Employee Signature		Date:	