

Agency Name

Willamette Valley Hospice

Position Title

Clinical Manager, RN

City where Position is Located

Salem

Position Description

Willamette Valley Hospice is a community owned, not-for-profit organization providing innovative, personalized, and compassionate care to patients and families facing serious illness. We are looking for a full-time Clinical Manager, RN who shares our mission and passion for providing excellent end of life care.

The Clinical Manager, RN is responsible for supervising the clinical team including nurses, and hospice aides. Responsibilities include ongoing hiring, supervision and evaluation of staff, and communication and coordination of activities to ensure high quality patient care. The position interfaces with other managers, insurance case managers, hospice medical director/physician, nurse practitioner, Admissions department, interdisciplinary team members, community physicians and payers to ensure coordination of patient care and effective teamwork and customer satisfaction.

Essential Functions/Major Responsibilities

- Supports the agency's values, mission and goals and demonstrates this through the design and implementation of work activities
- Organizes, implements, and manages the clinical process of the agency, including
- Develops implements and ensures conformance to agency policies
- Ensures adherence to federal and state regulations
- Provides daily supervision and consultation to staff of 25 to 50 employees including weekend and evening staff
- Ensures after-hours and weekend coverage
- Ensures clinical documentation is completed in a timely and accurate manner to meet agency, state, federal and accreditation requirement
- Demonstrates respect and caring (compassion, customer relations, professional behavior, and confidentiality) and maintains patient and staff confidentiality
- Manages resources according to agency and department goals through effective budget preparation and ongoing control of financial results
- Prioritizes effectively and chooses cost effective options and approaches that yield the best results
- Creates a work environment that reflects a positive atmosphere, promotes employee satisfaction and competence, and displays strong evidence of teamwork that promotes quality outcomes and satisfied customer
- Communicates in an effective, accurate, and respectful manner
- Provides input into policy, procedure and forms development
- Demonstrates continued professional growth and development through participation in education programs and review of current health care literature
- Assists with developing and implementing agency education plan
- Routinely integrates continuous quality improvement principles into management practices
- Participates in performance improvement project (PIP) groups, and/or on occasion, lead a PIP group

Specific Job Skills

- Strong interpersonal skills
- Knowledge of hospice concept and practice
- Knowledge of community resources
- Demonstrates respect for differing lifestyles.
- Ability to function in high stress situations and manage multiple priorities
- Demonstrated skills in area of clinical expertise.
- Strong written and verbal communication skills
- Demonstrated understanding of non-profit management, Medicare Conditions of Participation

and CHAP standards, state hospice licensure rules, and quality management/review process.

- Ability to motivate others and work in a team environment and work with multiple individual disciplines.
- Must be able to meet the physical demands of the job, i.e. travel, difficult patient/family situations and high accountability for completeness of forms and reporting.
- Effective time management skills
- Ability to develop and implement policies and procedures and effective organization wide training programs
- Emotional maturity to cope with the ongoing needs of participating in a hospice program
- Ability to effectively perform complex written communication and verbal communication (both face-to-face and in group settings) in English
- Ability to lift and carry up to 20 lbs without assistance
- Ability to regularly sit, stand, walk and make repetitive motions with hands/wrist involved in writing, keyboarding and using the computer mouse
- Ability to safely drive own vehicle occasionally

Education/Experience

- Must be registered nurse with an Associate Degree in Nursing or have a BSN from an accredited university
- Bachelor of Science in nursing preferred
- Must have at least five years of clinical experience, part of which has been community based
- Must have at least two years of hospice or end of life experience
- Two years of supervisory experience required
- Knowledge about employment law helpful. Computer literacy required.

Certification/Licensure

- Must have a current license to practice nursing in the state of Oregon
- Must have current Oregon driver's license, dependable transportation, and proof of current automobile insurance.
- Private specialty vehicles and private off-road vehicles are not acceptable employment transportation
- Prefer certification in hospice and palliative care

Willamette Valley Hospice is an Equal Opportunity Employer dedicated to providing a diverse, equitable and inclusive work environment. We do not discriminate on the basis of race, color, national origin, physical characteristics, age, religion, creed, gender, gender expression, sexual orientation, marital status, mental or physical disability, or veteran status. All qualified candidates legally able to work in the United States are encouraged to apply.

Job Type: Full-time

COVID-19 considerations:

We provide full PPE equipment to employees for patient care and COVID testing to employees as required. All employees must be fully vaccinated for COVID, wear face coverings in our office and field and follow CDC, OHA and OSHA regulations. and mandates.

Where Applications can be Delivered

careers@wvh.org