Start date for this position is June 2021.

North Hawaii Hospice, located in Waimea Town, is in search of a nurse clinical leader with experience in leading a home care clinical team.

The Director of Patient Care Services (DPCS) is responsible for the overall direction of hospice and palliative care clinical services. The DPCS establishes, implements, and evaluates goals and objectives for hospice services that meet and promote the standards of quality and contribute to the total organization and philosophy.

REQUIRED EDUCATION & EXPERIENCE:
• Registered Nurse in Hawaii, with current licensure to practice professional nursing • Bachelor’s degree in Nursing from an accredited program by the National League for Nursing. Certification in Hospice and Palliative Care Nursing (preferred) • Three years of management experience in a hospice or related home care organization (preferred)

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:
• Demonstrated ability to supervise and direct professional and administrative personnel • Ability to deal tactfully with customers and the community • Must be a licensed driver with a licensed automobile that is insured in accordance with state and/or organization requirements and is in good working order • Excellent observation, verbal, and written communication skills • Knowledge of business management, governmental regulations, and Hospice Medicare Conditions • Possess and maintain current CPR certification

OTHER REQUIREMENTS:
• Must be flexible in work hours • Willingness to maintain comprehensive working knowledge regarding information systems and applicable software programs

ESSENTIAL JOB FUNCTIONS:
• Must meet state and federal requirements for the position • Coordinates and oversees all direct patient services provided by clinical organization personnel • Provides guidance and counseling to case managers and operations coordinators to assist them in continually improving all aspects of hospice care services • Provides direction to case managers and clinical team members related to patient care delivery • Provides help in assessment, planning, implementation, and evaluation of patient and family/caregiver care to all clinical personnel as indicated • Assists the Executive Director in the preparation and administration of the organization’s budget • Interprets operational indicators to detect census changes and increases or decreases in volume that could impact staffing levels, revenues, or expenses • Evaluates performance of clinical team personnel • Assists team members to develop skills and techniques in evaluating performance • Hires, evaluates, and terminates clinical team personnel • Conducts annual evaluations on clinicians, or more frequently if indicated • Oversees the maintenance of patient clinical records, statistics, reports, and records for purposes of evaluation and quality committee reporting • Assures proper maintenance of clinical records in compliance with local, state, and federal laws • Responsible for the maintenance of adequate and appropriate inventory of supplies and equipment for the provision of patient services • Develops, implements, and evaluates the orientation program for new clinical personnel • Responsible for orientation of new organization personnel, directly or delegated • Plans and oversees in-service and continuing education programs to meet education and training needs of organization personnel • Assists with the evaluation of organization performance via quality assurance and performance improvement program, productivity, and quarterly and annual reviews • Assures quality and safe delivery of hospice services provided through the organization • Assists in the development of organization goals • Develops, recommends, and administers organization policies and procedures • Assures compliance with all hospice-related local, state, and federal laws, including licensure and certification of organization personnel and maintains compliance with the Medicare Hospice requirements • Promotes hospice referrals in the health care community • In the absence of the Executive Director, the DPCS will become the acting Executive Director and will be vested with authority to act on behalf of the Executive Director • Other duties as assigned by the Executive Director

BENEFITS & COMPENSATION:
• Competitive salary commensurate with experience, plus bonus structure • Mileage reimbursement • Medical, Dental, Vision, Life Insurance, and 401(k) available • Paid vacation and sick time plus holidays •Financial support to maintain hospice and palliative care national certification

Resumes may be e-mailed to executive.director@northhawaiihospice.org.