**Name of organization:** HealthPartners

**Job Title:** RN - Nurse Supervisor Hospice & Palliative Care

**Contact Information:** Christofer Burger – Senior Recruiter, Human Resources (Christofer.m.burgers@HealthPartners.com).

**Description:**

At HealthPartners, you’ll find a culture where we live our values of excellence, compassion, integrity and most importantly, partnership. By working together, we will improve health and well-being, create exceptional experiences for those we serve and make care and coverage more affordable.

We currently have an exciting opportunity for a Nurse Supervisor, Hospice & Palliative Care. This position is responsible for the day to day operations of the Hospice & Palliative Care program. The supervisor provides guidance and monitors the performance of the Hospice & Palliative Care staff. This person works with staff to promote and develop optimal palliative plans of care for patients and their families. The supervisor establishes respectful and trusting relationships with those they supervise and other internal and external customers. This position communicates professionally, clearly and effectively with all levels of staff. This person understands and conducts work within State and Federal guidelines as well as Collective Bargaining Agreements.

**Required Qualifications:**

     Current license to practice in Minnesota as a RN

     Hospice/Palliative clinical or related supervisory experience.

     Demonstrated strong interdisciplinary and team-building skills.

     Current driver’s license and a vehicle.

     Experience working with electronic health records.

     General computer and electronic literacy.

     Must be able to read, write and communicate clearly in English

     Current Certification as a Hospice & Palliative Care Nurse (CHPN) or becomes certified within two years of employment.

**Accountabilities:**

Functions of Day to Day Operations:

     Establishes and Maintains High Performance Work Unit.

o  Responsible for the supervision of staff, including having the authority to hire, transfer, lay off, promote, discipline and discharge, train, reward and review performance of employees. Ensures compliance to organizational and departmental policies and procedures.

o  Ensures that employees meet requirements of clinical/profession-based competency, operational/regulatory standards, and respectful behaviors. Performs joint home visits, audits documentation routinely and regularly.

o  Supervises within employment law, regulations, and HealthPartners’ policies and collective bargaining agreements (if applicable).

o  Attends Interdisciplinary Group (IDG) and other meetings as assigned that support team functions

o  Provides regular consultation to the Hospice Intake and Staffing departments regarding referrals, scheduling of visits and admissions, and other.

     Supervises Using Data

o  Collects data in the work unit to measure:

o  Customer satisfaction

o  Effectiveness and efficiency with documentation.

o  Employee balance (e.g.: productivity, effectiveness, perceived level of support)

o  Makes decisions using data

     Develops and Implements Goals and Objectives

o  Develops work unit objectives that link with:

o  Customer satisfaction

o  Effectiveness and efficiency

o  Employee balance

o  Involves employees in achieving goals

o  Implements measures to monitor progress toward work unit objectives.

o  Uses continuous improvement processes to maximize work unit effectiveness/efficiency.

     Communicates Effectively

o  Uses an effective process for disseminating information to and from staff.

o  Communicates timely, clear, accurate and easy-to-use information.

o  Actively listens with empathy.

o  Gives effective feedback.

o  Manages conflict effectively.

o  Practices open communication with other work units.

     Demonstrates Interpersonal Leadership

o  Maintains an atmosphere of trust and respect.

o  Creates an environment open to change.

     Administration

o  Provides administrative (operational) support to the Leadership team (e.g.: administrative call).

o  Provides supervisory consultation to other team supervisors as appropriate.

o  Other duties as delineated.

     Additional Leadership functions for program and/or discipline area:

o  Provide input to match staffing levels with service requests to manager and/or director.

o  Plans, facilitates and/or creates:

o  Educational/competency development opportunities

o  Tools/resources for “best practices”

o  Adaptations to practices and documentation given Federal/State regulatory changes.

o  Creates, communicates and strives to meet quarterly and annual goals per program or discipline group.

HealthPartners is recognized nationally for providing outstanding care and experience for patients and members. We offer an excellent salary and benefits package. For more information and to apply go to [www.healthpartners.com/careers](http://www.healthpartners.com/careers) and search for Job ID #49336