



To apply for a posted position, please forward resumé to: [applicant@hospiceswmi.org](mailto:applicant@hospiceswmi.org)

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HOSPICE CARE OF SOUTHWEST MICHIGAN, a recognized leader in Southwest Michigan for providing end of life care, is seeking an individual to join our team as an **Admissions Registered Nurse**. Normal working hours for this position are Saturday and Sunday 8:30am – 8:30pm. This position will work 48 hours per pay period and receive compensation for 64 hours per pay period. Actual hours of work will be determined by client need and may vary from shift to shift. RNs in this position will be eligible for overtime pay for any hours actually worked over 40 hours in a work week. In addition, this position is eligible for full-time benefits with four paid weekends off per year.

In this critical position, you are responsible for providing information to individuals who are interested in our services throughout our service area and coordinating a seamless admission process within their home, facility or one of our own hospice residences. Specific responsibilities of this position include:

- Meets with prospective clients and families to explain our services and conducts assessments to determine hospice eligibility;
- Obtains all necessary documentation from the clients and discharge planners to complete the admission process;
- Communicates timely and succinctly all pertinent information about the client's plan of care to all involved;
- Assesses client's needs and coordinates the ordering and delivery of all medications, equipment and supplies prior to discharge from the hospital;
- Visits all current hospice clients admitted to the hospital and works with hospital staff to ensure a coordinated plan of care; and
- Consults and collaborates with physicians and other appropriate staff by providing clinical expertise in the area of hospice care and palliative symptom management.

Candidates for this position must be passionate about end of life care, committed to providing high quality services and able to be a strong advocate for clients interested in hospice services. Additionally, candidates must be skilled in providing excellent customer service and have the ability to quickly and easily establish rapport with both clients and community partners. Additional requirements for this position include:

- Graduate of an accredited school of professional (registered) nursing, BSN preferred
- Maintains, in good standing, a license as a Registered Nurse from the State of Michigan
- At least one (1) year previous experience is required in hospice, medical/surgical, and/or critical care
- Maintains current BLS certification
- Maintains a valid Michigan driver's license and has the availability of a reliable, licensed and insured vehicle for use on the job
- Excellent communication skills and ability to connect with individuals at all levels
- Excellent clinical observation and assessment skills
- Ability to accept different lifestyles, cultures, beliefs, and values
- Good internal and external organizational sensitivity
- Must be detail oriented, have the ability to multi-task and possess excellent problem solving skills

Some of the benefits you'll enjoy:

- Competitive pay
- BCBS PPO Medical
- Dental
- Vision
- 403(b) retirement plan with company match

Hospice Care of Southwest Michigan is a trusted community partner and a respected non-profit, free-standing, state licensed organization serving the Kalamazoo and surrounding counties since 1981. We are committed to providing high quality, compassionate care for people coping with illness, aging, dying, and loss. We provide rewarding work opportunities with the ability to make a real difference in your community.

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