



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 a **Home Care Manager**. This is a full-time, benefited position working Monday through Friday, generally 8:00am-5:00pm. In this critical position, you will be responsible for the supervision, planning, and coordinating of the day-to-day operations and management of the clinical care activities provided by a team of nursing and hospice aide staff.

Responsibilities Include:

- Reviewing and evaluating clinical services
- Providing feedback to staff, ensuring that both effective performance and delivery of quality care are reinforced
- Creating an environment of accountability by constructively and appropriately challenging staff to deliver agreed upon outcomes/results and model desired values and behaviors
- Coordinating the development of schedules for supervised staff to ensure optimal coverage to deliver care as planned
- Coaching, mentoring, and developing staff and holding them accountable to meet agency/supervisor expectations
- Understanding and administering agency policies and procedures
- Leading Interdisciplinary Group meetings with Hospice staff to facilitate coordination of care and discussion as needed
- Assisting clinical staff as needed in establishing immediate and long-term therapeutic goals, in setting priorities, and in developing a Plan of Care
- Electronic Medical Record workflow related to Home Care associated activities
- Sharing after hours, weekend, and holiday administrator on-call responsibilities

Candidates for this position must be passionate about end of life care and committed to providing strong leadership and direction to clinical staff. We are looking for someone who has a minimum of one year of previous experience in a supervisory role. Additional requirements for this position include:

- Maintains, in good standing, license as a Registered Nurse from the State of Michigan

- Holds a baccalaureate degree in a health care area (or equivalent combination of experience and education), BSN preferred
- Two (2) to three (3) years nursing experience is required in Hospice, medical, surgical, or critical care
- Maintains current BLS certification
- Experience working with inter-disciplinary teams, building consensus, and leading people and projects forward
- Experience with palliative and quality end-of-life care preferred
- Maintains a valid Michigan driver's license and has the availability of a reliable, licensed and insured vehicle for use on the job

Some of the benefits you'll enjoy:

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

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