
JOB OPPORTUNITIES

Human Resources (760) 737-2050 ext 3069

Fax resume to (866) 251-4377

March 3, 2010

BUSINESS DEVELOPMENT

Job Title	Status	Labor Grade	Posting Date
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Administrative Assistant	FT/Days	120	1.14.10
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Primarily responsible for providing clerical and administrative support to the Business Development department. Displays an ongoing commitment to excellence in customer service to both internal/external customers. Responsible for carrying out the mission, vision, and values of The Elizabeth Hospice. Required: Must have High School diploma or equivalent. At least 1-2 years related experience. Possess strong organizational skills. Working knowledge of medical terminology. Prefer experience with commercial insurance, Medicare and Medi-Cal. Demonstrates exceptional customer service and communication skills. Demonstrates proficiency in use of Word, Excel, hospice database and other Office Programs.

Program Representative	FT/Swing (2)	18	3.3.10
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Conducts registration visits to clarify patient/family needs and concerns, explains how hospice would address those needs and concerns, gets consents and other initial paperwork completed and provides emotional support. Specializes in "closing the deal" and is responsible for increasing admissions. Displays an ongoing commitment to excellence in customer service to both internal/external customers. Responsible for carrying out the mission, vision, and values of The Elizabeth hospice. Must have High School diploma or equivalent. Spanish-speaking preferred. At least 2-3 years related experience. Current CA driver's license with proof of insurance. Strong knowledge and proficiency in MS PowerPoint, Excel, Word and Outlook and graphic design programs such as Publisher, InDesign, Photoshop, etc. Demonstrates excellent Customer Service skills. Demonstrates ability to communicate effectively with patients, physicians, community agencies and institutions. Prefer experience with hospice, home health, HMO using Medicare and/or Medi-Cal. hospice software programs. Knowledge with Microsoft products, Windows XP Professional and Server 2003 and 2008 required. BS in Computer Science is a plus. A+ Certifications and Microsoft MCSE.

CLINICAL

Job Title	Status	Labor Grade	Posting Date
CHHA	FT/Days 2 (East, West)	12	1.21.10
Provide bathing and personal care to terminally ill patients in their homes, SNF's, RCFE. Primarily for Continuous Care cases. Assist with other field cases as needed. Current CA CHHA and CNA certification required. Six months experience required, prefer 1-2 years direct patient care experience.			
Chaplain	FT/Days	125	1.21.10
Directs the planning and integration of the spiritual/psychological care component into the overall care provided by The Elizabeth Hospice. Develops individualized plans and provide direct support to the patient and caregivers. Displays an ongoing commitment to excellence in customer service to both internal/external customers. Accept responsibility for carrying out the mission, vision, values and quality commitment of the Elizabeth Hospice. On call requirement. Master of Divinity Degree (M Div.) required. Prefer; Hospice and/or home health experience, 2-4 units CPE.			
LVN	Per Diem Noc's & Wkends (2)	20	1.4.10
	FT/Noc's (West)	20	3.3.10
Continuous Care cases, help cover PTO, help with team LVN visits. Provide direct patient care incl. IV starts, venipuncture, dressing changes, collaboration with interdisciplinary team. Assist with field visits as needed. License/Education/Qualifications Required: CA LVN license, venipuncture and blood withdrawal certification, CPR certified, one year acute care experience. Additional Qualifications Preferred: hospice, home health, and/or SNF experience, IV and blood withdrawal certification.			
MSW	FT/Days 3 (2 East, 1 West)	127	3.3.10
Assess psychosocial, emotional and economic factors relevant to patient/family functioning with a terminal illness. Provide bereavement support, participate in an interdisciplinary team. Availability to work on call. Masters of Social Work required,: LCSW, hospice and/or home health experience preferred.			
Physical Therapist	Per Diem (Days/Eves)	28	1.21.10
Assessment visits, develop plan to provide comfort/strength and safety of patient; Instruction to family and team related to treatment plan. Participate in IDT for patient to assist team to understand progress or lack of progress toward goal. Required; PT licensure. Prefer home health and/or hospice experience			
RN Admissions	FT/Eves	27	1.25.10
Responsible for all aspects related to patient assessment and admissions. Responsible for providing information about services to potential patients, referral sources, and providing education to the community as needed. Responsible for skilled nursing assessment and hospice plan of care in order to maximize the comfort of patients and families consistent with The Elizabeth Hospice standards. Collaboratively works with the Interdisciplinary Team to ensure continuity of care for every patient. License/Education/Qualifications Required: Must have an Associate's Degree, Bachelor's Degree preferred. At least 12 months experience with 1-2 years preferred in acute care. Current CA RN license. Current CA driver's license and proof of insurance. Prefer certification as hospice nurse. Computer skills (word processing).			

RN Case Manager	Per Diem/NOC's (East)	27	4.28.09
	Per Diem/Days (West)	27	9.9.09
	FT/Days 2 (West)	27	1.21.10

Perform direct patient care according to agency needs, perform assessments, performs routine home, skilled facility or hospital visits to provide symptom management/comfort care; educate others re: hospice philosophy and services. CA RN license required, one year recent acute care experience. Prefer Hospice or home health experience.

RN Weekend Triage	Per Diem (West)	27	9.9.09
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Provide phone triage and support to patient/families, coordinate and schedule staff visits, initiate Continuous Care as needed; supervise and provide clinical support to staff including Customer Service. CA RN license required with 1 year recent acute care experience. Prefer Hospice or home health experience.

Charge RN Admissions	FT/Swing	28	2.10.10
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Supports the Admissions Supervisor and Admissions RN's after-hours and on the weekends .Facilitates improved access to hospice services through education and role modeling. Applies expert clinical judgment to ensure optimum quality of patient care and services, while complying with governmental and agency regulations. Current CA RN licensure required,. Bachelor's Degree preferred. Knowledge of hospice care, the dying and bereavement process. Minimum 2 years in increasingly responsible supervisory position preferred. Prefer certification as a hospice palliative care nurse. Computer skills (word processing).

Nurse Practitioner	FT/Days	133	1.6.10
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Primarily responsible for providing quality palliative care to assigned patients in consultation with the hospice Medical Director. In collaboration with the IDT (interdisciplinary team), patient and family, provides consultation, assessments and evaluation of the plan of care. License/Education/Qualifications Required: CA NP license, Masters Degree in Nursing, Certification as hospice and palliative care nurse preferred, a minimum of 3 years nursing experience. Additional Qualifications Preferred: Hospice or home health experience.

Team Supervisor	FT/Days 1	229	1.21.10
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Oversees and participates in day to day supervision of patient care. Applies expert clinical judgment to ensure optimum quality of patient care and services. License/Education/Qualifications Required: Bachelors degree, preferably in nursing or healthcare administration; current CA RN license; minimum 2 years acute care experience with one year hospice experience preferred; computer skills. Additional Qualifications Preferred: supervisory experience preferred, certification in hospice and palliative care preferred