



Job Description – Education Manager

Hospice has HEART

Honor - I accept the honor of service to hospice patients, families, and communities.

Excellence - I strive for excellence in my work, as we stand on hallowed ground.

Attitude - I choose a positive attitude at work.

Respect - I treat people with the same respect I wish to be given.

Teamwork - I value everyone's contribution in delivery of care, operation of the organization and stewardship of our resources.

Expectations of all HRRV Employees

Support the mission, vision and values through unequalled quality patient care, professional competence, collaboration, communication, innovation, accountability, ownership and provide support to the entire agency regardless of their primary office location.

Position Summary

Effectively creates and implements, and evaluates and/or coordinates high quality hands-on orientation, training, and continuing education/skill development for clinical staff to ensure continuity and optimum delivery of hospice services to patients and families. These efforts will drive operational and strategic strategies for HRRV. The manager ensures efforts, services, and products comply with regulatory, quality, and ethical standards. Serves as an advisor to patient care managers or lead positions (social workers, chaplains, and certified nursing assistants). This position aligns with Hospice of the Red River Valley's goals, mission, vision, and philosophy while ensuring compliance with fiscal constraints and regulations. The manager will report to the director of compliance and education, while working closely with the medical director, director of clinical operations, managers of compliance and quality, and external stakeholders as needed.

Qualifications

- Bachelor's degree in Nursing
- Master's degree in Education
- Minimum of five years of experience in nursing (ten years preferred,) with extensive education and instructional duties, including directing the planning, development, implementation and standardization of educational processes and systems to implement and support high quality patient care
- Demonstrated knowledge of nursing principles, practices, and techniques
- Demonstrated ability to work independently, research, develop, and recommend changes and improvements, anticipate obstacles and challenges, collaborate on planning, processes, goals and outcomes
- Experience in working with all levels of staff with excellent communication, organization, prioritization skills, and attention to detail
- Demonstrated experience in operational and strategic planning and execution
- Demonstrated/extensive successes with educational, accreditation, compliance, and quality reviews
- Hospice experience preferred

Certifications, Licenses, Registrations Required

- Current state RN licensure in North Dakota and Minnesota
- Current driver's license and auto insurance

Physical Requirements/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; occasionally required to stoop, kneel, or crouch. The employee is frequently required to sit for extended periods of time. The employee must regularly lift and/or move up to ten pounds, occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and adjust focus. The work environment is primarily an office setting.