

JOB POSTING

Shrivers Hospice is Hiring a Full-Time Scheduler

The Scheduler manages patient visit schedules and coordinates with staff to meet order frequency and ensure efficiency for employees and organization. Responsibilities additionally include scheduling and reviewing appropriate parts of patient recertification to ensure all items required for recertification are completed.

We offer an excellent team-driven working environment with supportive and open Ownership and Management - every team member's voice matters here! We are dedicated to employee engagement and success and we offer highly competitive wages and benefits.

Our mission is to provide the highest quality hospice experience, unique to the journey of each individual and family.

Our vision is to be the clear choice for hospice care in the communities we serve.

We care for patients with life-limiting diagnoses in their home, in a facility, or hospital. Our team is made up of compassionate experts in hospice and palliative care. One of our primary goals is to exceed our patients' and families' expectations for their emotional, spiritual, medical, and social needs, according to their own wishes and priorities.

Requirements for the Candidate:

Associates degree from an accredited university, preferred.

Licensed Practical Nurse or State Tested Nurse Assistant Preferred.

Knowledge/Skills/Ability: Demonstrated ability in application of job related software and communication skills. Ability to deal effectively with high levels of stress. Ability to enlist cooperation of many people in furthering a program.

The team member must:

Be self-directed and self-starting.

Possess strong organizational skills, approachability, polished interpersonal skills and self-motivation.

Understand hospice philosophy and issues of death/dying.

Understand care planning, especially as related to psychosocial needs of terminal patients and their family members.

Be able to prioritize.

Be efficient with technology including laptop, iPad, smart phone, Google Suite (Drive, Docs, Sheets, Calendar, etc.), electronic medical records system (Brightree experience preferred but not required), and typing

Assume responsibility for his/her own personal and professional development

Responsibilities will include the following:

- Manages employee patient visit schedules.
- Manages "scheduling tasks" in electronic medical record.
- Coordinates with staff to meet order frequency and ensure efficiency for employees and organization.

- Schedules and/or reviews appropriate parts of patient recertification to ensure all items required for recertification are completed.
- Schedules face to face visits with nurse practitioners.
- Schedules admission visits and benefit election visits.
- Schedules palliative care initial assessments and follow-up visits.
- Coordinates on call schedule and distributes to clinical staff, physicians and any other personnel as deemed necessary by administration.
- Notifies patient/caregiver of schedule changes/missed visits as necessary.

About Shrivvers Hospice:

Shrivvers Hospice is a locally owned and managed company striving to meet our goals through providing excellent patient care. We are Medicare and Medicaid-certified and take pride in our accreditation by the Joint Commission. We are part of the Coler Healthcare family of companies - a sister company of Shrivvers Pharmacies, Shrivvers Home Medical and Oxygen, and Coler Long Term Care Pharmacy. This creates a network of resources for Shrivvers Hospice that is second to none. For further information about our family of companies, visit www.shrivverspharmacy.com and www.shrivvershospice.com

Shrivvers is well-known for excellent customer service in the communities we serve, and we value doing what is best for our customers throughout their entire lives. Therefore, we are dedicated to growth of our Hospice division.

If you are energetic, highly motivated, and ready for a challenging, fast-paced, yet rewarding career - apply with us today!

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ShrivversPharmacy.com/Career-Opportunities
ShrivversHospice.com