

The Co- Clinical Director is responsible for the management and oversight of day-to-day clinical operations at Lamoille Home Health and Hospice, where our mission is to support health, independence and dignity through quality of care in the home.

This is currently a full-time position (35+ hours) with a competitive benefits package including health, dental, vision, short-term disability insurance, life insurance, 403(b) contributions and a generous paid time off accrual. If you are a motivated individual with a passion for healthcare management, we encourage you to apply for this exciting opportunity.

The Co- Clinical Director's responsibilities:

- Provides effective leadership to the clinical staff working within the home care, hospice, maternal child health and therapy programs.
- Identifies staffing needs. Participates in hiring, competencies and orientation.
- Fosters a positive work environment and promotes teamwork among staff members.
- Oversees patient scheduling. Supervises staffing patterns to help promote maximum level of utilization and productivity of field staff.
- Oversees the day-to-day intake process. Covers for the intake nurse as requested.
- Reviews on a day basis: admission and re-certification documentation, physician orders, start of care audits and the like to assure accurate and timely billing.
- Represents Agency at various organizational and professional meetings and offers in patient care.
- Responds to employee and/or patient questions, complaints, incidents, etc. and handles in a positive and timely manner.
- Monitors and evaluates quality of care provided to patients, making necessary improvements as needed.

Position Qualifications:

- Graduate of an accredited school of nursing.
- Minimum two years of experience in health care with management or administrative nursing experience.
- Must have a valid Vermont driver's license and be able to travel as requested. Current Vermont licensure as a registered nurse required.
- Knowledge of healthcare regulations, policies and procedures.
- Excellent problem solving and decision making abilities.
- Strong organizational skills and attention to detail.