

Inpatient Unit Manager



- Full-Time Position
- Location: Inpatient Care Center
- **Job Summary:**
 - Responsible to the CEO for the leadership, development, coordination and management of Hospice of Hilo's 24/hr, 7 day per week inpatient clinical program and systems serving patients and families facing serious illness, death and grief by ensuring the highest quality end-of-life care and support.
 - Oversee and coordinate the development, implementation, maintenance and evaluation of agency compliance with all standards, regulations and laws, including quality assurance and performance improvement.
 - Develop and/or revise policies, procedures and guidelines to fulfill program objectives .
 - Provide guidance in communication, coordination, and effective operations relating to patient and family care through development and utilization of budgets, recording and reporting systems, manuals, etc.
 - Work in the spirit of Hospice's Mission, Vision, and Values to resolve issues and collaborate as a team across departments and functional areas to ensure seamless quality services.
 - Collaborate with operations and marketing to identify community service needs, end-of-life service needs and designs programs to foster growth.
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 - Oversee the electronic medical records program and maintenance of medical records in compliance with licensing regulations, HIPPA, etc.
- **Competencies:**
 - Strong leadership, organizational, and interpersonal skills
 - Competent and comfortable with electronic technology and Microsoft Office Suite and other software programs.
 - Excellent communication skills both orally and in writing.
 - Time management and ability to multi-task.
 - Problem/conflict resolution skills

- **Educational and Experience Requirements**

- Master's or Bachelor's degree in business or human service field with at least 5 years of managerial experience. Non-profit experience preferred.
- Understanding of CMS COP's, Accreditation Standards, & State Certification/Licensing Standards.
- Knowledge of current Medicare, Medicaid and third party payer requirements for inpatient reimbursement.

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- <http://www.ondemandassessment.com/verify/apply/ySymSAR/CnEaaaCh>