



Hospice House & Support Care of Williamsburg
Abbreviated Position Description – Part-time Registered Nurse

Hospice House & Support Care of Williamsburg is seeking a registered nurse, licensed to practice in Virginia to join our team in this part-time position

TO APPLY, PLEASE SEND COVER LETTER AND RESUME TO hr@williamsburghospice.org

PRIMARY FUNCTION: The Registered Nurse (RN) Liaison provides direct patient care services to hospice patients and supportive care to the patients' families during scheduled evenings and weekends. In the absence of Clinical Director, acts in a supervisory capacity of the clinical program and staff and coordinates referrals and admissions process.

DUTIES AND RESPONSIBILITIES:

- RN Liaison must be within the local area of Williamsburg/James City County or within a 30-minute response time to Hospice House.
- RN Liaison must be available by phone at 4PM on the weekday of their scheduled shift for Clinical Director's update report and during the entire shift for questions or updates from Companions regarding guests' conditions, medications, family concerns and staffing issues.
- RN Liaison will pronounce deaths and be present on-site for families and staff, during on-call hours.

In the absence of the Clinical Director, the RN Liaison will:

- Receive and evaluate referrals for HHSCW.
- Meet with patient and family prior to admission to explain services.
- Complete all admission paperwork as needed.
- Coordinate admissions to HHSCW with social workers and medical hospice agencies.
- Maintain and updates all information for referrals, admissions, deaths and discharges.
- Update and communicate with On-Call RN's and Companions to ensure continuity of patient care and smooth running operations of the clinical program.

SCHEDULE: This is a part-time position with a varying and very flexible schedule.

QUALIFICATIONS:

Required:

- Current and unencumbered license to practice as a RN in the state of Virginia
- Minimum of 3 years of hospice experience
- Supervisory experience
- Ability to make professional clinical decisions using sound judgment
- Proficiency in computer technology

Preferred:

- BSN
- CHPN