

Sunset House Job Description

Position: Director

Reports to the President of the Board

Director will oversee programs of staff development; volunteer education support; public relations; community education and recruitment; supervise staff and manage day-to-day operations of the house; understand and promote the "Vision" of the House into the community.

Requirements:

- Active RN nursing license.
- Willingness to lead a team of volunteers and nurses to care compassionately with residents and their families.
- Hospice experience (preferred)
- Experience supervising staff and volunteers to work as a team.
- Have a working knowledge of Microsoft Office and other basic computer skills.
- Meet all physical requirements of the position including lifting and transferring residents and walking up and down stairs.
- Cell phone
- A three-month probationary period after which a review will be conducted by the search committee.

Primary Functions

- Review all referrals and work with the nurses to evaluate potential residents. Accompany a nurse on all resident interviews.
- Receive and address problems or concerns raised by staff, volunteers or agency representative. Inform the appropriate board member if the issue cannot be resolved.

- Hold monthly staff meetings to promote team building, discuss status of current residents and review issues that people may have.
- Meet with nursing staff on an individual basis to check on how they think things are going. Discuss and address if needed any issues that need to be resolved. If an issue cannot be resolved the appropriate board member needs to be informed.
- Recommend salaries and increases to the Board
- Hire, support and evaluate the nurses. If necessary, discharge nurses and other personnel with the support of the Personnel Committee of the Board.
- Work with the Board Committee to recruit volunteers and support their experience including social events at Sunset House.
- Coordinate with the nurses and board volunteer committee regarding recruiting, training and retention of all volunteers. The Volunteers are a part of the team. The house can not function with out them.
- Interface with Homecare Hospice agencies about each resident. The resident is the patient of the umbrella agency and our resident.
- Maintain contact with Network of Homes for the dying and occasionally host meeting.
- Oversee the physical House needs with the House and grounds committee of the board. Coordinate the annual fall and spring clean ups; make sure there is someone responsible for snow removal around the house, the ramp and porch; assure cleanliness and report needed repairs to the board.
- Initiate writing of Grants-provide advice/counsel to writers of grant applications.
- Keep the information needed for the mailing lists up to date.
- Coordinate the annual production of the Newsletter. This is done with the help of many people. Articles are written at your request about issues you want to highlight. Design of the the lay-out and printing of the mailing labels are done by volunteers. After the submission of three bids, a printer off site is chosen. Volunteers prepare the newsletter for mailing and deliver to Main Post Office.
- Open all correspondence for the House and direct to appropriate person.

- Receive, review, stamp and copy all incoming checks and bills and transmit to the house finance officer for deposit or payment.
- Work with the Board to develop the annual operating and capital budgets.
- Attend all Board meetings and present a written report on the House activities and issues
- Ten days a month you will work as the nurse on call for a 24-hour period which include the following:
 - You will make the daily assessment of each resident, work with the volunteers to give daily bath and any specialized care warranted.
 - Set up the meds for a 24 hour period.
 - At the end of the day, you will give report to the nurse on the following day.
 - If there is not a volunteer scheduled for a shift the nurse works that shift.
 - In the event of a death, the nurse is called to come in and declare the time of death, call the family, prepare the body for the family. allow the family time to come to the house and have time to say goodbye, call the undertaker, send out the necessary faxes and close down the house if there is not another resident.