



The Bird House is a community-based not-for-profit dedicated to providing compassionate, dignified end-of-life care by focusing on the physical, spiritual, and emotional needs of our guests and their loved ones in a peaceful, home-like environment.

Home Coordinator

Job Summary

The Home Coordinator is a trained health professional responsible for helping to manage and oversee the guest and family experience in order to provide compassionate, dignified end-of-life care.

Responsibilities

1. Assessing new referrals and facilitating new guests coming to The Bird House, following up with interested guests and families, maintaining the waiting list.
2. Responsible for Bird House paperwork and writing the guest story.
3. Work with our partners, Caring Hands & More and Griswold Home Care, to coordinate care with the hospice agency staff for the entire guest stay.
4. Works with referral hospitals, hospice agencies, nursing homes, assisted living and community based programs to educate referral sources about Bird House services.
5. Counsels and listens to guests, families, and their friends to facilitate comfort during the end-of life process.
6. Trains and supports the caregivers.
7. Facilitates the details of billing invoices for guest stays with the family and the Business Manager.
8. Facilitates long term care insurance for guest stays with the Business Manager.
9. Coordinates volunteer needs with the Volunteer Coordinator.
10. Tracks needed supplies and medications provided by hospice agencies.
11. Schedules on call coverage (nights and weekends) with the other Home Coordinators.
12. Reports directly to the Executive Director.
13. Evaluated at 90 days, after one year, and then annually.
14. Works up to 40 hours/week.
15. Other duties as assigned.

Qualifications

1. Excellent communicator

2. Dedicated to the mission of The Bird House
3. Nurse or CNA preferred
4. Hospice experience preferred
5. Experience and knowledge of in home or hospital patient care preferred

\$18-\$20 per hour depending on experience