Our company is searching for experienced candidates for the position of palliative care. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for palliative care

- Assist staff with credentialing processes and maintain a credentialing log for all insurance providers
- Manage all daily clinical records functions including establishing and implementing clinical records policies
- Perform data entry of pertinent information related to patient’s admissions and discharges
- Coordinate Quality Assurance and Performance Improvement activities for Palliative Care program
- Assist Office Manager in the maintenance of personnel files for Palliative Care team members
- Maintain accurate and up to date departmental policies/procedure and regulatory records and manuals
- In addition to the clinical duties, the RN Coordinator is responsible for educating staff about palliative care, maintaining data on all patients referred, and participating in quality improvement activities as it relates to palliative care
- The Pediatric Palliative Care Coordinator provides direct patient care services under the guidance of the supervisory physician and PICU Director to neonatal and pediatric patients requiring care coordination, symptom management or end of life care
- The PACT Coordinator performs physical exams, collects and documents data, conducts diagnostic and therapeutic procedures, schedules laboratory
• The Pediatric Palliative Care APRN contributes to excellence in patient care, research, teaching, and provides leadership in the organization

Qualifications for palliative care

• Must be willing to travel to the various practice locations
• Registered Nurse (RN, LVN, BSN), PA or Master’s degree (MPH, MHA, MSW) preferred
• 2 years minimum of administrative experience
• Proficiency in computer and software programs
• Familiarity with palliative care, end of life care, or hospice desired
• One year of ARNP or PA-C experience in Palliative Care