



## **Nursing Team Leader**

Unity is a 501(c)(3) nonprofit community provider of hospice care, treatment plus and grief support in 13 counties throughout Northeast Wisconsin. A true leader in its field, Unity has the distinction of having opened the state's first hospice in 1977, the state's first non-hospital based palliative care program in 2002 and the area's first hospice residence in 2007. We provide a full spectrum of end-of-life care and education benefiting all members of the community.

Unity Hospice is located in De Pere, WI.

### **Position Summary**

The Nursing Team Leader is responsible for supervising and providing operational direction to dedicated staff, managing staff performance expectations, monitoring patient experience and quality and reinforcing Unity's culture by modeling our mission, vision and values. The Nursing Team Leader will provide leadership to obtain operational and strategic goals.

### **Reports to**

Senior Director of Nursing Services

### **Qualifications**

1. Bachelor's degree in Nursing preferred
2. Three to five years' of relevant work experience or any combination and experience that provides equivalent knowledge, skills and abilities
3. At least three years of leadership, coaching, project management and execution
4. Appropriate Certification/Registration/Licensure required
5. Valid Wisconsin Driver's License, reliable transportation, and proof of current automobile insurance coverage

### **Key Job Duties**

#### **Operations**

1. Active involvement in overall staffing by participating in interviews, managing hiring and termination decisions, ensuring proper staffing coverage to census and monitoring staff caseloads.
2. Manage staff schedules through collaboration with Scheduling Coordinator and delegate related tasks as necessary (PTO approval/denial, time cards, alteration to shifts, etc.).
3. Manage financial ratios/reports including labor costs, productivity.
4. Monitor and reinforce ancillary spending projects and budgetary expectations
5. Provide guidance to staff regarding ancillary decisions.
6. Ensure staff have the tools and resources needed to succeed and ensure visibility and access to all staff.

#### **Staff Performance**

1. Manage all aspects of performance, create and administer performance evaluations of all staff in a timely manner and provide performance feedback as needed.
2. Create performance improvement plans and complete disciplinary action as needed with staff by working with the Nursing Educator to identify performance gaps.
3. Implement formal disciplinary measures, when necessary.

4. Provide formal and informal recognition for staff members.

#### Patient Experience & Quality

1. Ensure a high level of quality care is provided to patients and families.
2. Manage the quality and delivery of care/services provided.
3. Obtain and share patient/family experience data with staff to ensure staff are continually aware of team performance.
4. Identify process improvement opportunities and create initiatives as necessary.

#### Culture Captain

1. Model and drive mission, vision, values and culture while monitoring and managing individual and team morale.
2. Support employees' career growth by understanding their personal and professional development goals.
3. Provide communication to staff regarding organizational changes and processes.
4. Facilitate team communication and team meetings.
5. Follow-up on complaints and/or concerns from staff members.

If interested in learning more or to apply for our Nursing Team Leader opportunity, please contact Lindsay Marty, Human Resources Generalist at 920-339-5568 or [lmarty@unityhospice.org](mailto:lmarty@unityhospice.org). Cover letter and resume are required.