



With a legacy that spans nearly 50 years, Edmarc is dedicated to providing excellent care through exceptional people. At every level, everyone on our team has embraced the call to provide compassionate care. Here, you can work with others who share common values and use your skills to help children and families.

Edmarc has a great team, great mentoring and support, great benefits, all where you can discover a career where you can be YOU!

Here are some of the ways our employees describe working at Edmarc:

*"I like the autonomy, trust, flexibility and the feeling of leaving the world a better place."*

*"I like how the staff are encouraged to bring diverse ideas and to support one another."*

*"I like the energy our staff bring to this work."*

*"I love our patients and families."*

**Job Summary:** RN Patient Care Coordinators provide ongoing assessment and provision of patient care services. This position is responsible for the effective delivery of holistic patient care services to all Edmarc patients, including reporting changes in the patient's medical or mental condition to the attending physician and to hospice employees/contractors involved in the patient's care.

**Responsibilities:**

- Completes admission assessment as a means to identify each patient's needs. Develops a plan to address those needs.
- Participates in weekly meetings with interdisciplinary team to provide and receive patient/family updates and to establish and adapt treatment plans in response to the changing needs of the patient/family.
- Participates in the development and implementation of orientation and in-service training programs for all levels of nursing staff employed by the licensed hospice.
- Participates as a member of the clinical team in providing on-call coverage for Edmarc families after normal office hours.
- Initiates the patient's plan of care in accordance with nursing needs specified in the approved plan of care.
- Prepares and coordinates clinical notes and progress notes on nursing services delivered.
- Provides ongoing teaching or supervising the teaching of household members who are responsible for assisting the patient with his/her nursing or personal care needs.
- Participates in the quality assurance reviews and evaluations of the nursing service.
- Interview patients/families to obtain medical information/history and measure their vital

signs, weight, and height.

- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
- Explain treatment procedures, medications, diets, and physicians' instructions to patients.

**Qualifications:**

- Licensed as a Registered Nurse by the Virginia State Board of Nursing.
- Graduate from an accredited college nursing program or school of nursing.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent verbal and written communication skills.
- Proficient in using office software (e.g., MS Office) and other relevant tools.
- At least one year of pediatric and/or one year of hospice experience is preferred.
- Strong attention to detail, critical thinking skills and problem-solving abilities.
- Positive attitude, flexibility, and ability to work independently as well as in a team.

**Required Physical Capabilities:**

- Able to lift 30 pounds.
- Ability to work a 40 hour a week schedule with no physical limitations in normal ranges of sitting, standing, walking, and talking.
- Must be able to operate a computer and telephone.
- Must be able to provide on-call coverage for Edmarc families/patients outside of normal business hours (rotation of call among nursing staff)
- Must be able to travel throughout Edmarc's service area

**Personal:**

Must carry the Virginia state minimum vehicle liability insurance. Must be able to pass Criminal Records Background Check. Must be able to pass Driving Records Check upon hire and annually. Must be able to pass the Abuse Registry Check. Must have a current driver's license and reliable transportation.

**Work Hours/Shift:**

Monday-Friday; full time salaried exempt; rotation of on call coverage including nights and weekends

**Salary/Benefits:**

Salary Range \$75,000-\$90,000. Benefits include paid sick leave (12 days per year, accrued by pay period), paid annual leave (15 days per year, accrued by pay period, 11 paid holidays, partial payment of health insurance (percent of payment varies with HMO and extent of coverage), paid group life and disability insurance.

If you are passionate about making a difference in the lives of children and families facing life-limiting illnesses, we invite you to join our dedicated team at Edmarc. Apply now and be part of our mission to provide compassionate care and support during challenging times. All applicants should email a resume with a cover letter to Darby Whitley, Director of Finance & Administration, at [whitleyd@edmarc.org](mailto:whitleyd@edmarc.org).