



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 & Scope of Role: The Nurse Team Lead provides clinical leadership and ongoing supervisory oversight of the nursing team, serving as a clinical resource, educator, and partner to the Director of Clinical Services (DCS). This role is responsible for orientation, competency development, and consistency of clinical practice, and provides real-time clinical guidance, coaching, and feedback to support high-quality patient care.

The Nurse Team Lead provides formal, ongoing input into nursing staff performance — including day-to-day observations and annual performance evaluations — based on direct oversight of clinical practice, documentation, and competency. This input is a required component of the performance review process and is documented for the DCS's consideration. Final administrative authority, including final determination of performance ratings, disciplinary action, and termination decisions, remains with the DCS, to whom all nursing staff report administratively.

Responsibilities

Patient/Family Care

- Completes admission assessments as needed to identify patient needs and contributes to development of the plan of care.
- Participates in the development and implementation of policies, procedures, and criteria that ensure patient care services are delivered according to standards established by the State Board of Nursing.
- Supports nursing staff in understanding and applying established policies and standards of care.
- Participates in weekly interdisciplinary team meetings to provide and receive patient/family updates and contribute to care planning.
- Serves as a clinical resource to nursing staff for complex patient care needs and clinical decision-

making.

- Participates as a member of the clinical team in providing on-call coverage for families after normal office hours.

Administrative Functions

- Ensures timely, accurate, and complete clinical documentation within the electronic medical record, in alignment with organizational and regulatory standards, and provides coaching to nursing staff on documentation quality, clarity, and timeliness.
- Identifies trends, gaps, or risks in documentation and communicates findings and recommendations to the Director of Clinical Services to support quality improvement efforts.
- Supports compliance with regulatory and organizational standards for clinical documentation, orders management, and care delivery follow-up — ensuring appropriate physician orders are in place, diagnostic results are followed up on and recorded, and missed or rescheduled visits are accurately documented and communicated.
- Participates in quality assurance activities, including chart audits and preparation for internal or external review processes, in collaboration with the Director of Clinical Services. Supports achievement of organizational quality indicators, including documentation, compliance, clinical competency standards, patient satisfaction, regulatory readiness, and patient safety goals.
- Collaborates with the Director of Clinical Services in referral review and acceptance decisions, providing clinical input to support safe and appropriate patient admissions.
- Supports oversight of clinical supply management to ensure availability, appropriate utilization, and alignment with patient care needs.
- Assists with coordination of quarterly quality assurance meetings and other administrative or programmatic initiatives as requested.
- Assists the DCS in identifying staffing needs and coverage solutions.

Clinical Supervision & Team Support

- Provides ongoing supervisory oversight of nursing staff performance, including real-time coaching, clinical guidance, and problem-solving to support high-quality, consistent care delivery.
- Maintains regular, documented engagement with nursing staff to assess clinical performance, address developmental needs, and reinforce best practices in care delivery.
- Provides formal input into nursing staff performance evaluations, including annual reviews, based on direct observation of clinical practice, documentation quality, and competency development.
- Identifies and communicates concerns related to clinical competency, patient safety, documentation practices, or team dynamics impacting care delivery, and partners with the Director of Clinical Services to determine appropriate follow-up.

Training & Onboarding

- Leads coordination of orientation for new nursing staff in collaboration with the Director of Clinical Services.
- Provides hands-on training in clinical procedures, documentation, and Edmarc protocols.
- Tracks progression through skills checklists and competency milestones, and provides formal input to the Director of Clinical Services on new hire readiness and competency attainment, as part of the broader performance oversight described above.
- Serves as a primary clinical resource for new nurses during onboarding.

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.
- Working knowledge of applicable hospice, home health, state, federal, and accreditation standards.
- Prior leadership, preceptor, charge nurse, or supervisory experience preferred.
- Relevant specialty certification preferred or willingness to obtain certification within a specified timeframe.
- Strong attention to detail 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.

Personal

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

Work Hours/Shift

Monday-Friday; on-call rotation during the week, weekends and holidays; full time exempt

Salary/Benefits:

Salary Range \$90,000-\$100,000. 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.