



**MAKING MOMENTS COUNT  
FOR KIDS & FAMILIES**

**Position: Nurse Supervisor**

Reports to: Director of Nursing & Operations

Full-time: 40 hours, includes two 8-12 hour shifts per week caring for children and families

**Crescent Cove**

The mission of Crescent Cove is to offer care and support to children and young adults with a shortened life expectancy, and their families who love them. Crescent Cove is Minnesota's first residential children's respite and hospice home, which opened in May 2018 in Brooklyn Center. The Home provides short, 1-7 day respite breaks for children with life-threatening conditions, as well as sacred space beyond the hospital or home environment for compassionate care at the end-of-life. Crescent Cove provides support services such as massage, music, and art therapy, spiritual care and healing touch, and support groups for families caring for a child with a life-threatening condition.

**Position Summary**

Crescent Cove is looking for a passionate and skilled nursing leader. This leader needs to embrace the child and their family, understand pediatric palliative care, celebrate the child's life and help assure the family as their child is in respite and/or hospice at our home, alongside the nursing and clinical team. Along with the team of nurses, medical director and social worker, the nurse lead will oversee and manage all patient care needs to ensure seamless care from the family's home and in coordination with the child's primary care team. The nurse supervisor is responsible for managing all clinical staff functions to the core values of Crescent Cove while creating and maintaining a positive work culture and welcoming home environment.

**Primary Duties and Responsibilities**

The Nurse Supervisor will perform the following duties:

- Commitment to and understanding of Crescent Cove's mission, vision and values
- Management and oversight of all nurses to the standards of care for a residential hospice and respite home
- Interview and hire skilled RN's and CNA's
- Train and evaluate RN and CNA skills and ability to care for children and families related to Crescent Cove's policies/procedures/competencies
- In coordination with the clinical team at Crescent Cove, work with each child's primary care team and create/oversee a Crescent Cove medical record and care plan to be reviewed as needed
- Ensure goals of care for each child continue seamlessly from home or hospital
- Be an active and effective champion and model around needs of the child and family – clinical, pharmacological, spiritual and social
- Manage, lead and maintain staff resiliency, positive morale and professionalism

- Work with Pediatric Home Service to coordinate training necessary for hired clinical staff
- Develop meaningful relationships with families to increase their comfort and access to support services for their family
- Provide clinical cares to children with a variety of diagnoses and needs
- Provide peer support to get questions answered among the nursing team
- Manage and oversee budget for clinical staff and orders
- Verify orders of medical supplies for the home
- Review and approve timecards for clinical staff
- Oversee scheduling and staffing to stay within budget
- Coordinate with child's primary care team, medical director and volunteer coordinator to ensure all necessary cares are provided during a child's stay at Crescent Cove
- Ensure families experience is smooth from admission to discharge
- Ensure all necessary clinical assessments and evaluations are performed prior to and following family visits for respite or end-of-life care
- Meet and collaborate with Crescent Cove leadership team
- Perform other responsibilities as assigned.

#### ***Qualifications***

- Minnesota RN license in good standing required
- Three or more years nursing experience
- Hospice or palliative care experience
- Has experienced integrative therapies, i.e. massage, energy work, etc.
- Bachelor's Degree preferred
- Healthcare leadership or management experience required
- Credentialed or willing to become credentialed by the National Hospice & Palliative Care Nurses Association

#### ***Knowledge, skills and abilities***

- Positive role model
- Honesty and integrity
- Ability to create a safe and trusting environment
- Demonstrates self-awareness of personal, ethical, spiritual, cultural beliefs
- Highly developed professional & interpersonal skills
- Attention to detail and follow-through
- Knowledge of palliative, hospice and bereavement care
- Excellent verbal and written communication skills and ability to work effectively on a one-to-one basis and within groups
- Knowledge of, and ability to use software to capture family support
- Self-motivated, self-directed, enthusiastic, energetic, creative and highly organized
- Active listening skills
- Fluency in English

To apply, please submit a cover letter and resume to Karla Vaughan, Office Manager at [Karla.Vaughan@CrescentCove.org](mailto:Karla.Vaughan@CrescentCove.org). References and background check will be required following successful interview.