

FREMONT REGIONAL HOSPICE

CAREERS

Hiring Process

In order to be considered for a position with Fremont Regional Hospice you must submit an online application.

All applications are carefully screened by Human Resources. Select candidates meeting the minimum and preferred qualifications will be forwarded to the hiring manager. Please be assured that we strive to select candidates to best meet the needs of our organization.

Timelines for interview and selection of candidates may vary and depend upon the needs of the department. If your application is selected for further consideration, you may be contacted by the hiring manager for an interview.

When the final selection has been determined, Human Resources will extend an employment offer to the successful candidate.

All offers of employment are conditional pending clearance of a background screening, drug screen, TB test and verification of your ability to work in the United States.

Fremont Regional Hospice is an equal opportunity employer.

Open Positions

We are currently accepting applications for the following positions.

APPLY NOW

COMMUNITY LIAISON

The Community Healthcare Liaison will be responsible for developing relationships, referrals and admissions as well as marketing initiatives to promote Fremont Regional Hospice and guide the decision process by communicating our values to the community's; physicians and healthcare partners as well as prospective patients and their families. **(Physician relations and or experience in marketing assisted living and nursing homes is desirable)**. Fremont Regional Hospice is an EOE.

Summary of Job Responsibilities:

- Coordinate community marketing events to educate families and healthcare professionals.
- Develop strategic marketing relationships with community healthcare resources and others.
- Develop a marketing plan and budget.
- Maintain and update marketing database on a daily basis.
- Increase referrals and admissions.
- Plan regular promotional community events.
- Become an active member of the community by joining boards and organizations that relate to healthcare and other services. Attend meetings and any other networking opportunities.
- Develop and oversee advertising and promotional items.
- Be responsible for all collateral literature and its maintenance and ordering.
- Oversee any new collateral materials that need to be developed.
- Be responsible for maintenance of the organization's website and social media programs.
- Actively seek out and participate with all area hospitals, doctors, and other healthcare and interested groups that need to be informed.
- Schedule box lunch information sessions with area doctor offices.
- Work with care centers for referrals and admissions.
- Develop relationships with all nursing home discharge planners/social workers for referrals.
- Develop relationships with all hospital discharge planners.
- Develop relationships with physician groups and independent practices.
- Be actively aware and educated about current and proposed hospice, assisted living, independent, and SNF facilities in the city, county and operational areas. Be knowledgeable of the competitors and their programs.
- When in house, handle marketing calls within one hour of inquiry and mail requested brochures within 24 hours. Work with the Social Worker and Chaplain in follow-on support of families.
- Coordinate all referrals and convert referrals to admissions, with the Administrator, Clinical Director and Billing Coordinator. Obtain and organize necessary business/medical documents required for pre-admissions. Coordinate with staff to assure required resources are on hand to accommodate a smooth and rapid admission process.
- Assist in planning and organizing orientation and in-service for staff members.
- Recruit volunteers.

Job Requirements and Qualifications

- Bachelor's Degree preferred and a minimum of 3 years of healthcare sales and marketing experience.
- Healthcare Business Development (Physician Liaison, Care Center (IL/ALF/SNF) Marketing) experience is preferred.
- Knowledge of the local health care community preferred.

- Effective time management and organizational skills.
- Effective interpersonal and communication skills, including writing and presentation skills.
- Demonstrates autonomy, organization, assertiveness, flexibility and cooperation in performing job responsibilities.
- Has basic computer skills in Microsoft Office; Word, Excel and PowerPoint
- Excellent customer service skills
- Must possess a valid license issued by the state of Colorado; maintain insurance in accordance with state and/or organizational requirements.

APPLY NOW

Application (Online Link)

FREMONT REGIONAL HOSPICE

APPLICATION FOR EMPLOYMENT

Instructions to Applicant

- We do not discriminate on the bases of race, color, national origin, religion, sex, age, marital status or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related information.
- This application is intended for use in evaluating your qualifications for employment. Additional testing of job-related skills may be required prior to employment.
- Each question should be answered completely and accurately. Incomplete or illegible applications will not be processed. Print clearly. If more space is needed to complete any question, use the comments section.
- This application is considered active for a period of 90 days.
- PLEASE NOTE "NOT APPLICABLE" IF NOT ANSWERING A QUESTION.

Position(s) applied for: _____ Date of Application: ____/____/____

PERSONAL INFORMATION

Name:

Last	First	Middle
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Previously used Last Name:

Current Address:

Street	City	State	Zip Code
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Prior Address:

Street	City	State	Zip Code
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Telephone: (____) ____ - ____ Mobile/Beeper/Other Phone# (____) ____

ADDITIONAL INFORMATION

Date available for work: ____/____/____ Desired hourly/salary range: \$_____per_____

What category would you prefer? Full time Part time PRN On Call

How did you find out about this position?

Have you worked or attended school under any other names?

Yes No

If yes, give names:

Have you ever been fired from a job or asked to resign?

Yes No

If yes, please explain:

Have you applied here before?

Yes No

If yes, when:

Have you ever been employed here?

Yes No

If yes, when? _____ What position?

Are you currently employed?

Yes No

If yes, may we contact your present employer? _____

Yes No

Employed at

JOB-RELATED SKILLS

Do you have a valid driver's license?

Yes No

Have you had any moving violations in the last 3 years?

Yes No

If yes, give details:

Name on license: _____ License #: _____ Type: _____

Do you have any computer skills?

Yes No

If yes, include software titles, years experience and approximate words per minute:

Please list any other skills, licenses or certificates that may be related or that you feel would be on value to this job or company.

SECURITY

List states and counties of residence for the last 7 years:

Have you used any Social Security Numbers other than given previously?

Yes No

If yes, please list:

Have you ever been convicted of, pleaded guilty or no contest to **ANY** petty offense, deferred sentence, misdemeanor or felony?

Yes No

If yes, give details and dates:

(A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, and the job for which you are applying will be considered. **If the background check reveals something you did not tell us, you could be discharged.**)

Are you at least 18 years of age?

Yes No

Comments:

WORK HISTORY

Please Note: Your application will **Not Be** considered unless every question in this section is answered. List names of employers in consecutive order with present or last employer first.

Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR.

1. Most recent employer

Company Name:

Address:

City: State: Zip:

Phone: Supervisor (First & Last Name):

Dates of Employment: From To Pay per hour: Start Final

Position & Duties:

Reason For Leaving:

Employment Status: Full Time Part Time PRN On Call

2. PREVIOUS EMPLOYER 1

Company Name: Address:

City: State: Zip:

Phone: Supervisors (First & Last Name)

Dates of Employment: From To Pay per hour: Start Final

Position & Duties:

Reason For Leaving:

Employment Status: Full Time Part Time PRN On Call

3. PREVIOUS EMPLOYER 2

Company Name: Address:

City: State: Zip:

Phone: Supervisor (First & Last Name

Dates of Employment: From To Pay per hour: Start Final

Position & Duties:

Reason For Leaving:

Employment Status: Full Time Part Time PRN On Call

4. PREVIOUS EMPLOYER 3

Company Name: Address:

City: State: Zip:

Phone: Supervisor (First & Last Name):

Dates of Employment: From To Pay per hour: Start Final

Position & Duties:

Reason for Leaving:

Employment Status: Full Time Part Time PRN ON Call

EDUCATION (Amount of education necessary will vary according to job applied for).

Educational Level	School/City/State	Thru Grade	Degree
High School or G.E.D.	<input type="text"/>	<input type="text"/>	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

School of Nursing

Special School
Training

Other

Other

PROFESSIONAL LICENSES & CERTIFICATES

License/Certification
Expiration Date

State/License No.

Original Issue Date

REFERENCES (References may be checked anytime after application is submitted.)

Please list three professional references, (i.e. present or past supervisors, co-workers, customers.)

Name	Phone Number	Address	Relationship

AFFIDAVIT (PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING)

I certify that all information provided on this employment application is complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in the rejection of my application or discharge at any time during my employment.

I authorize the investigation or verification of any or all statements contained in this application. I authorize any person, school, current employer (except as previously noted), past employers, organizations, consumer reporting agencies, personal references and law enforcement authorities to release any information concerning my background that may be used in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I certify and agree that:

1. I am not currently excluded by the Federal Government from participating in federally funded programs, including Medicare, Medicaid.
2. I am not currently under investigation for health care fraud or any illegal activity at this time.
3. I am not aware as of this date of signing this agreement of any such investigation in which I am likely to become involved in the future.

I understand that if I am extended an offer of employment it is conditioned upon my successfully passing a physical examination. I consent to a release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. Refusal to submit to the test at the time requested may result in discharge.

I understand that this application is not a job offer or contract of employment for any specific time period. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without notice.

Signature of Applicant: _____ Date _____

Compensation and Benefits

Fremont Regional Hospice offers a competitive compensation and benefits package. 2016 benefits for full-time employees include:

- Health insurance plans.
- Two dental plans
- Flexible Time Off
- Compassionate Leave (up to five paid days)
- Holiday Pay for six holidays per year
- Simple IRA – Retirement Plan
- Ongoing training and development within specialized hospice care fields are also offered on monthly basis.