

# Director of Operations

## Our Lady of Peace Hospice and Home Health Care

### Saint Paul, Minnesota

#### About Our Lady of Peace

Our Lady of Peace is a faith-based, nonprofit hospice and home health care organization dedicated to providing exceptional care to individuals facing life-limiting illnesses. We offer comprehensive hospice, home health, and inpatient hospice residence services, empowering patients to live their final days with dignity and comfort. We are committed to upholding human dignity, ensuring holistic care that addresses the physical, emotional, and spiritual needs of our patients and their families.

#### About the Position

We seek a dedicated and experienced Director of Operations to lead and manage the daily operations of our Hospice Residence, Community Hospice, and Home Health Care programs. This pivotal role ensures the delivery of high-quality, compassionate care while maintaining compliance with all applicable regulations and standards. The ideal candidate will embody our mission and organizational values of peace, presence, inclusivity, empathy and stewardship; while demonstrating a commitment to ethical leadership and a patient-centered approach. Join us and be part of this special mission.

#### Responsibilities:

- **Mission Integration:** Champion Our Lady of Peace's mission, vision, and values.
- **Leadership:** Provide inspirational leadership, motivating and guiding collaborative interdisciplinary teams.
- **Operational Excellence:** Oversee daily operations, ensuring efficient coordination of services, resource allocation, and adherence to best practices.
- **Quality Assurance:** Collaborate with clinical leaders to establish and maintain high standards of care and ensure compliance with state and federal regulations.
- **Financial Stewardship:** Assist with the development of and manage the operational budget, monitoring expenses and revenues to ensure fiscal responsibility. Participate in strategic planning and resource allocation to optimize financial sustainability.
- **Staff Development:** Recruit, hire, and onboard qualified staff who align with Our Lady of Peace's mission.
- **Community Engagement:** Build and maintain relationships with referral sources, community partners, and healthcare providers to increase awareness of Our Lady of Peace's services and expand access to care. Represent the organization at professional and community events.
- **Regulatory Compliance:** Stay abreast of changes in hospice and home health care regulations, ensuring Our Lady of Peace remains compliant. Prepare for and participate in regulatory surveys and audits, addressing any deficiencies promptly.

**Qualifications:**

- **Education:** Bachelor's degree in Business Administration or a healthcare-related field required. Master's degree in Health Care Administration or a related field preferred.
- **Experience:** Minimum of 5 years of experience in hospice, home health care, or a related field, with at least 3 years in a leadership or management role. Experience as Administrator of Record for a hospice and/or home health care agency preferred.
- **Skills:** Effective leadership, communication, problem-solving, and decision-making skills. Demonstrated ability to supervise and direct professional personnel. Knowledge of hospice and home health care regulations and standards.
- **Alignment with Mission:** A deep commitment to Our Lady of Peace's faith-based mission and values, with a compassionate and patient-centered approach to care.

**Additional Requirements:**

- Proven track record of successfully leading and managing operational teams.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proven ability to manage complex projects and meet deadlines.
- Must be willing to work a flexible schedule, including occasional evenings and weekends.
- Must pass a criminal background check.

**Why Join Us?**

- Be a part of a mission driven organization committed to compassionate care.
- Competitive salary and comprehensive benefits package.
- Opportunities for professional growth and development.
- Supportive team environment with a focus on collaboration and innovation.

**Position Details:**

This position is up to 48 hours per two-week pay period and reports to the President/CEO. The salary range is \$58.00 to \$72.00 per hour.

**To Apply:**

Please submit your resume and cover letter to Jeff Thorne at [jefft@ourladyofpeacemn.org](mailto:jefft@ourladyofpeacemn.org).

For more information about Our Lady of Peace, please visit our website at [ourladyofpeacemn.org](http://ourladyofpeacemn.org).

Our Lady of Peace is an equal opportunity employer and values diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.