

JOB DESCRIPTION

TITLE: Hospice Aide
REPORTS TO: Nursing Team Leader
FLSA STATUS: Non-Exempt / 1.0 – 0.50 FTE

SUMMARY: The Hospice Aide provides compassionate personal care and homemaker services for patients when appropriate and maintains a safe and healthy environment as directed by the IDT plan of care.

MINIMUM QUALIFICATIONS: High school diploma or equivalent; successful completion of a course in home health or adequate on-the-job training in another approved facility utilizing basic skills; graduation from an accredited Nurse's Aide Course with current Certified Nurse's Aide certificate; State of Idaho Nursing Assistant Competency Evaluation; current CPR certification; certification of course attendance at an Assistance with Medications course sanctioned by the State of Idaho; and valid driver's license, personal vehicle for on-the-job transportation, and evidence of insurance coverage as required by HONI policy required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Moderate reading, writing, grammar, and mathematics skills
- Proficient interpersonal relations and communication skills
- Reasoning skills
- Basic office skills: telephone, computer/printer, calculator, copier, fax
- Medical Equipment knowledge
- Confidentiality and HIPAA
- Ability to multi-task
- Ability to plan and work independently
- Detail oriented
- Decision making and problem solving skills
- Ability to work well within a team
- Map reading skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide quality nursing care to residents in an environment which promotes their rights, dignity, freedom of choice, and their individuality;
- Accept close, direct supervision by Primary RN and RN Supervisor
- Observe temperature, pulse, respirations, blood pressure and weight of patients when so directed;
- Bathing – sponge, shower or tub;
- Shampoo or care of hair; does not include hair coloring or tinting;
- Shaving patients;
- Oral hygiene including care of dentures;
- Nail/foot care, diabetic care as directed by RN;

- Skin care with observation for pressure areas and sores; knowledge of preventive measure; report to RN any deviation;
- Follow the written Plan of Care as directed by the RN;
- Assistance with bedpan, urinal or commode;
- Administer enemas as directed by RN;
- Change bed linens;
- Clean and organize patient's living area;
- Communicate with and support patient and family;
- Observe deviations from the usual physical and mental conditions; report to Primary RN or RN Supervisor;
- Assist with patient administration of medications as directed by RN;
- Perform simple range of motion exercises after demonstration by RN or therapist;
- Prepare and serve meals, including special diets, and assist patients with eating;
- Assist patient with activities of daily living;
- Promote mental alertness and orientation of patients through conversation and appropriate recreational activities;
- Deliver and pick up equipment and supplies;
- Keep basic computer documentation of personal care services rendered and other appropriate services on a daily basis;
- Patient documentation will be completed electronically within 24 hours of the visit;
- Maintain and respect the confidentiality of medical records and information concerning patients;
- Responsible for submitting patient charges, mileage, and supplies to office staff;
- Participate in IDT meetings;
- Provide care in all areas HONI accesses including Kootenai, Shoshone, and Benewah counties;
- Cover weekend/holiday schedule as assigned.

OTHER RESPONSIBILITIES:

- May pick up and deliver medications (when so directed) for patient;
- Attend funerals when time allows;
- Shop for patients when appropriate and necessary;
- Maintain and increase skills by attending all in-service, certifications, and classes as required by the agency;
- Must maintain a minimum of 12 in-service hours per calendar year;
- Rotate on weekend 'on-call' schedule as scheduled;
- Encouraged to obtain CHPNA certification within 3 years of employment;
- Will not wash walls, windows, or climb ladders;
- Will not transport patients;
- Other duties as assigned.

SAFETY: Hospice of North Idaho enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each

employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE: Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedure, and policies pertaining to this job.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is estimated that this position requires 5 to 6 hours of activity per day and 2 hours of sitting per day plus a combination of the following capabilities during the course of an 8 hour day: while performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORKING CONDITIONS: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be completed at a Hospice of North Idaho's patient's home, skilled nursing facility, assisted living facility, hospital, Hospice House or at the HONI Office.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have received, read and understand this explanation and job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Signature

Employee Name Printed

Date