



HOSPICE OF ST. FRANCIS JOB DESCRIPTION

JOB TITLE: Hospice Aide
EFFECTIVE: January 1999
APPROVED: EX. DIRECTOR: January 1999

DEPARTMENT: Clinical Services
REVIEWED/REVISED 01.18

JOB SUMMARY:

Under the general direction of the Director of Clinical Services and the specific direction of the Primary Care Nurse of Hospice of St. Francis, Inc., the Hospice Aide provides personal care services and emotional support to the hospice patient. Personal care services include but are not limited to personal hygiene, assistance with activities of daily living, transfers, and at times light housekeeping.

REPORTS TO: Clinical Manager

DIRECTLY SUPERVISES: None

EDUCATION AND/OR TRAINING REQUIRED: High school graduate or equivalent.

CERTIFICATIONS/LICENSES REQUIRED:

Valid Florida Certified Nursing Assistant. Medicare required 75 HHA Certificate Hours. Current valid Driver's License.

EXPERIENCE/SPECIFIC SKILLS AND ABILITIES REQUIRED:

Two to three years' experience as CNA and HHA. Ability to read, write and speak English. Bilingual preferred. Ability to manage time and workload with minimal direction.

PHYSICAL REQUIREMENTS:

Ability to lift, push, pull twenty five (25) pounds without difficulty. Good visual and audio acuity. Ability to work under varying degrees of stress.

PRIMARY RESPONSIBILITIES:

- Maintain strict confidentiality and respect for patient/family privacy and possessions.
- Practice Universal Precautions and safety at all times.
- Assists patients with personal hygiene, ADL's, and transfers, as indicated by hospice aide care plan.
- Provide emotional support to patient, family and caregivers.
- Report pertinent observations to Case Manager or other appropriate staff member.
- Participate in staff meetings and in-services.
- Timely, accurate documentation of care and observations.

SECONDARY RESPONSIBILITIES:

- Assist patient/family with maintenance of safe, clean environment.
- Assist with provision of patient supplies.

COMPLIANCE:

Exhibits knowledge of organizational policies, and state and federal laws and regulations consistent with duties and responsibilities. Demonstrates high ethical standards and compliance with organizational standards.

QUALITY:

Actively participates in the Quality Assessment Performance Improvement program by identifying opportunities for improvement and by participating in performance improvement activities. Demonstrates the ability to apply customer service techniques to facilitate improved outcomes with internal and external customers.

MACHINES, EQUIPMENT, TOOLS USED:

Communication devices such as telephones, pagers and cell phones. Office equipment; copier, fax and other office equipment. Durable medical equipment.

JOB HAZARDS/RISKS:

Type I risk category per Hospice of St. Francis, Inc. Exposure Control Plan. Reasonable anticipated exposure to bloodborne pathogens or other potentially infectious materials; variable exposure to non medical hazards such as cleaning products. Daily exposure to the elements.

ORIENTATION:

Requires minimum orientation of general hospice orientation, departmental orientation and job specific orientation. Normal time range is one to two weeks.

STANDARDS OF PERFORMANCE:

- Competent in all aspects of Certified Nursing Assistant services as relates to hospice care.
- Submits legible, complete and accurate documentation of all activities in time frame identified in policy/procedures.
- Displays ability to adapt to changing work environment and flexible in schedule to meet needs of patient/family.
- Adheres to all Hospice of St. Francis, Inc. policies and procedures, Federal/State regulations, Medicare/Medicaid guidelines and other regulatory bodies.
- Espouses understanding of Hospice of St. Francis, Inc. philosophy/mission in daily activities.

EVALUATION OF PERFORMANCE:

Performance is evaluated at 90 days following hire. Annually thereafter. Evaluation based upon competency review (two week, 90 day and annual), chart audits and direct oversight.

Hospice of St. Francis provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hospice of St. Francis complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hospice of St. Francis expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Hospice of St. Francis' employees to perform their job duties may result in discipline up to and including discharge.

I have read and understand the contents of this job description.

Employee Signature: _____ **Date:** _____