

**Reports To:** Team Leader**FLSA Status:** ☐ Exempt; ☐ Nonexempt☐ **Full Time;** or ☐ **Part-time****PTO:** ☐ Level I ☐ Level II ☐ Level III

I. Position Summary

Responsible for assisting RN Staff in providing care to patients and families who are experiencing life-limiting, progressive illnesses; and demonstrates sound understanding of the end stages of life.

II. Essential Duties and Responsibilities

- a) Provide personal care (bathing, dressing, etc.) per plan of care;
- b) Promotes expression and venting of feelings and normalization of experience for patient, family and staff;
- c) Report changes in patient condition to RN Case Manager or RN on-call;
- d) Support and maintain regulatory compliance;
- e) Maintain timely and appropriate records/documents per Hospice policies and procedures;
- f) Maintain/enhance professional skills and requirements including education and training;
- g) Perform other tasks and duties as assigned;
- h) Take initiative as needed or when the opportunity arises;
- i) Provide on-call services and patient visits, as scheduled;
- j) Travel as required.

III. Formal Education Requirements

At least a H.S. Diploma or G.E.D.

IV. Formal Experience Requirements

At least one (1) year experience as a Home Health Aide, Certified Nursing Assistant, or Personal Care Assistant is preferred.

V. Skills and Abilities (Competencies)

Certificates and Licenses

Must possess:

- Current NYS Home Health Aide Certification in good standing
- Valid Driver license and current auto insurance

Job Specific Competencies

1. Clinical Judgment

Demonstrates critical thinking, analysis and critical judgment in the care of patients and families experiencing life-limiting, progressive illness through use of the nursing process to address the physical, emotional, psychosocial, and spiritual needs of the patients and families.

2. Advocacy and Ethics

Incorporates ethical principles and professional standards in the care of patients and families experiencing life-limiting, progressive illnesses; as well as identifying and advocating for the wishes and preferences of patients and families.

3. Professional Conduct

Demonstrates, knowledge, skills, behaviors and attitudes that are consistent with the professional standards, code of ethics, and scope of practice for hospice, palliative nursing, while maintaining professional boundaries.

4. Collaboration

Actively promotes dialogue with patients and families, the healthcare team and community to address and plan for issues related to living with, and/or dying from life-limiting, progressive illnesses.

5. Cultural Competence

Demonstrates cultural competence by respecting and honoring the unique diversity and characteristics of patients, families, and colleagues in hospice/palliative care.

6. Facilitator of Learning

Facilitates learning for patient, family, self, members of the healthcare team and community through the development, implementation and evaluation of formal and informal education related to living with, and/or dying from a life-limiting, progressive illness.

7. Communication

Demonstrates the use of effective verbal, non-verbal and written communication with patients, families, members of the healthcare team and community in order to therapeutically address and accurately convey the hospice/palliative care needs of patients and families.

Additional Skills/Abilities/Requirements

- Maintain ethical standards, confidentiality and professional conduct;
- Strong communication skills including listening, verbal and written;
- Ability to work in a team setting, collaborate with others and adapt to a changing environment, while balancing priorities;
- Adhere to mission, vision, values, operating principles and strategic priorities;
- Must be proficient with electronic medical records;
- Ability to complete daily documentation/timesheets, etc., and other work in a timely manner with limited supervision.

VI. Working Conditions and Environmental Hazards

This position works in contact with risks associated with blood-borne pathogens and needle sticks. Care must be taken to follow all health and safety requirements.

VII. Physical Requirements

Position requires a moderate level of independent judgment in performing responsibilities. Position also involves moving and lifting patients, and carrying light loads and supplies with or without assistance.

VIII. Contacts

Internal:

Team Leader, Vice President of Clinical Services, inter-disciplinary team members, office staff, Hospice Medical Director, Hospices Physician, and Nurse Practitioners.

External:

Patients and families, Healthcare (Hospital/Nursing Home, etc.) facility staff, and primary/specialist physicians.

IX. Supervision and Guidance

There are no direct-reports to this position.

X. Approvals

_____ Approved by President/CEO	_____ Date
------------------------------------	---------------

_____ Approved by Supervisor	_____ Date
---------------------------------	---------------

Supervisor Title

XI. Receipt and Acknowledgment

I have read the Job Description for Home Health Aide and understand the responsibilities and expectations of the position, and agree to perform these duties and expectations. If I have any questions, I will ask my Manager.

Print Employee Name

Employee Signature

Date