



Hospice Aide

Reports to: Nursing Coordinator

Classification: Non- Exempt

Status: Full-time, Part-time or PRN

Job Summary:

Provide personal care services to Hospice patients under the general supervision of a Registered Nurse. Assist patient and families in maintaining a safe and healthy environment.

Essential Functions:

1. Demonstrates appropriate & safe techniques in personal hygiene, grooming, and transferring.
2. Reports all pertinent information to supervising RN and/or the appropriate interdisciplinary team member.
3. Changes patient bed linen and perform light housekeeping, as needed.
4. Assists patients with meals per Plan of Care.
5. Picks up and delivers durable medical equipment as needed.
6. Takes accurate vital signs and weights per plan of care.
7. Ensures that the Hospice Aide portion of the patient's medical records are completed and maintained in accordance with agency policies and government regulations.
8. Ensures safety assessment and disaster plan in each patient's home are completed within designated timeframe, when assigned to outpatient department.
9. Washes patient laundry, prepare meals, and wash dishes, when assigned to Hospice Home.
10. Completes shiftly duties, when assigned to the Hospice Home.
11. Deliver and pick up laundry at Wyoming Medical Center in the absence of maintenance personnel.
12. Assists nurse with admission paperwork.
13. Is knowledgeable of all policies and procedures related to job performance.
14. Other duties as assigned.
15. Attends mandatory meetings.

Required Knowledge, Skills, and Abilities:

1. Able to function within the team concept.
2. Able to provide multiple tasks within limited timeframe.
3. Must successfully demonstrate Hospice Aide competencies as required by the Conditions of Participation for Medicare.
4. Able to assist with physical transfer of patients or equipment (which may require the use of 100 lbs. of force on occasion).
5. Responsible for maintaining required continuing education hours and/or work experience necessary for Wyoming Certified Nursing Assistant license.
6. Must be able to work in a variety of positions including but not limited to stooping, kneeling, crouching, crawling, sitting etc.
7. Must have dependable transportation and a valid Wyoming Driver's License.
8. Maintains certification.

Education and Experience:

- 1. CNA with current certification in the State of Wyoming.
- 2. Prefer one to two years CNA experience.

Central Wyoming Hospice Program is a 24/7 facility. While every attempt is made to honor shift preferences, you may be assigned to an alternative shift if coverage is needed.

| Reviewed | Revised |
|----------|---------------------|
| | M. Connor 2/4/08 |
| | MC 10/15/08 |
| | MC 2/3/09 |
| | MC 8/10/10 |
| | MC 2/25/11 |
| | MC 2/22/17 |

Employee Signature: _____ Date: _____