

**JOB DESCRIPTION - CNA/HHA JOB DESCRIPTION**

**QUALIFICATIONS**

1. High school education or GED is required.
2. Must possess a current Certified Nurses Assistant (CNA) license from the Oregon State Board of Nursing.
3. Must be certified as a Home Health Aide (HHA) in the State of Oregon or be able to secure such certification within 30 days.
4. Must have and provide proof of professional liability insurance coverage.
5. Must have current CPR certification.
6. Able to receive direction and independently follow tasks through with minimum supervision.
7. Demonstrate excellent critical thinking skills.
8. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
9. Able to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
10. Must be able to communicate clearly and concisely.
11. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
12. Detail oriented, able to multi-task and remain flexible with assignments.
13. Must have strong organizational and interpersonal skills.
14. Must demonstrate an exemplary work ethic.
15. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic.
16. Upholds attendance and performance standards.
17. Complies with HIPAA standards regarding patient confidentiality.
18. Adheres to the practice of confidentiality regarding SCH staff and the organization as a whole.
19. Able to serve as a positive representative of SCH at all times.
20. Able to act in a kind, decent and respectful manner at all times.
21. Ability to work flexible hours, including evenings and/or one weekend per month as needed, requested or assigned.
22. Ability to keep private your personal problems while demonstrating positive behaviors.
23. Must be able to recognize, support and adhere to all SCH policies and procedures.
24. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.
25. Must satisfactorily complete Initial Competency Skills checklist with Primary Care Coordinator (PCC) within 30 days of hire.

**SKILLS REQUIRED**

1. Basic CNA/HHA skills
2. Keyboarding
3. Operation of computer
4. Strong organizational, interpersonal and teambuilding skills.
5. Excellent communication skills, written, verbal and listening, allowing clear and concise communication with staff and patients.

**JOB DESCRIPTION - CNA/HHA JOB DESCRIPTION**

**PHYSICAL REQUIREMENTS**

1. Must be able to lift a maximum of 50 lbs., required use of a 2-person assist with any awkwardly shaped or heavier weights.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
3. Day and night must be able to do extensive driving in a variety of road and weather conditions.

**WORK ENVIRONMENT/HOURS**

1. Typical office setting
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, tobacco smoke and exposure to communicable diseases, etc.
3. Hospitals, nursing homes, assisted living facilities, adult foster homes, etc.
4. This is a full-time 35+ hour position determined by the needs of the organization, e.g. fluctuating patient needs/census. The position includes working one weekend per month.

**PURPOSE**

Provides basic patient care under the direction of nursing staff. Performs related duties as assigned.

**SUPERVISION RECEIVED**

The CNA/HHA provides personal care and related patient services tasks under the supervision of the SCH Primary RN or Patient Care Coordinator (PCC). The CNA/HHA is directly responsible to the SCH Primary RN or PCC. In the absence of the above, the CNA/HHA answers to the Executive Director.

**DUTIES AND RESPONSIBILITIES**

1. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift.
2. Represents South Coast Hospice and Palliative Care Service in a professional and responsible manner.
3. Practices caregiving in a manner that is a model for professional and agency ethics, values and integrity and complies with the letter and spirit of legal aspects.
4. Adheres to the practice of confidentiality regarding patients, families, staff and South Coast Hospice and Palliative Care Services, etc.
5. Functions as an integral part of the SCH Interdisciplinary Team to enhance the mission, policies and philosophy of SCH/PCS.
6. Is sensitive and compassionate with a patient-centered attitude toward accepting death as a part of life; enhancing the quality of patient's end-of-life experience, for those assigned to his/her care.
7. Follows patient's Plan of Care as specified in patient's chart; any deviations must be authorized by primary RN or PCC.
8. Provides legible, clear, complete and appropriately authenticated documentation dated in accordance with Hospice policies and currently accepted standards of practice.

**JOB DESCRIPTION - CNA/HHA JOB DESCRIPTION****Duties & Responsibilities (continued)**

9. Ensures the clinical record, with all the information contained therein, is safeguarded from loss or unauthorized use.
10. Functions with proficiency using Consolo software.
11. Provides in-home care to approximately 4 -5 patients/families per day or as deemed appropriate by PCC.
12. Provides personal care and assists the patient in activities, such as moving into and out of bed, bath, wheelchair, oral care, etc.
13. Turns and repositions bedridden patients to prevent bedsores.
14. Checks/records patients' pulse, temperature and respiration. Assists with daily living activities as specified through assignments from Plan of Care and in compliance with agency policies.
15. Dispenses prescribed oral medications under written direction of MD or PC RN.
16. Performs patient massage and applies topical preparations.
17. Directs patients in simple prescribed exercises.
18. Assists with the preparation of specifically ordered diets or simple nutritional meals under the supervision of a Registered Nurse and/or dietitian.
19. Assists with light household services as assigned by Primary Care Nurse, including changing bed linens, washing dishes used in preparation and serving of meals, arranging the immediate environment of the patient to ensure safety and comfort, laundry, etc.
20. Provides patients/families with emotional support.
21. Maintains records of patient care, condition, progress or problems. Communicates regularly with the Primary RN via written, verbal, and attends team meetings. Reports changes in patient condition and all emergency situations immediately to the Primary RN, PCC, PCC Relief or SCH office if Primary RN is not available.
22. Works under the direct supervision of an RN, accepting responsibility for following specific nursing orders as directed; the RN is responsible for conducting supervisory visits.
23. Assists in the provision of in-home continuous care as necessary for patient/family needs and when contract care is unavailable.
24. Maintains current Basic Life Support Certification.
25. Participates in IDG, Care Team and patient care conferences as assigned.
26. Adheres to all policies related to infection control and consistently uses the techniques appropriate to protect self and others from the spread of infection.
27. Supports patient/family individual needs, implementing the nursing care plan to meet those needs in collaboration with patient/family care plan.
28. Performs Basement Duty as assigned – to include, but not limited to, cleaning, sanitizing and storing of equipment, stocking supplies, etc.
29. Readily accepts assignments or added duties such as errands, answering telephones, etc. as assigned.
30. Individually responsible to conduct him/herself in a safe manner during the performance of all job-related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization in charge of safety issues.
31. Participates in staff training, educational programs, and Volunteer Training Program as appropriate. Completes at least twelve hours annually of In-service training pertaining to the role and responsibilities of the HHA. Documentation of training is submitted to SCH HR to be placed in personnel file.

JOB DESCRIPTION - CNA/HHA JOB DESCRIPTION

**Duties & Responsibilities (continued)**

32. To adhere to all SCH Personnel Policies including, but not limited to:

- Please initial* \_\_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
- Please initial* \_\_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
- Please initial* \_\_\_\_\_ SCH Sexual Abuse and Molestation Policy.
- Please initial* \_\_\_\_\_ Demonstrates a kind, decent and respectful behavior.
- Please initial* \_\_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director’s Signature

\_\_\_\_\_  
Date

*Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.*