



Come grow with Compass Regional Hospice, the leader in hospice care and grief support in Queen Anne's, Kent and Caroline Counties.

Compass Regional Hospice is committed to providing “care on your terms” through our Hospice, Palliative and Bereavement Care programs. Our committed staff provides quality and compassionate care to our patients and their loved ones throughout Queen Anne’s, Kent and Caroline Counties. Our employees are technically skilled, possess the highest level of compassion, and are devoted to the philosophy of hospice care.

Compass Regional Hospice is always on the search for great talent. We are currently seeking a **Media & Communications Coordinator, Delegating Nurse, Palliative Care Coordinator, Hospice Center Nurse, PT Weekend On Call Social Workers** and **CNAs** to join our health care team. Other positions within our organization include Physicians, Nurse Practitioners, Bereavement Counselors, Chaplains and various support staff.

We offer a positive work environment, fulfilling work, career growth opportunity and great benefits.

If you are interested in being a part of our growing team, submit your resume and cover letter, expressing your interests to hr@compassregionalhospice.org

Compass Regional Hospice is an Equal Opportunity Employer. We are committed to the principle of equal employment opportunity for all employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on the organization's needs, job requirements, and individual qualifications, without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or any other status protected by laws or regulations in the locations where we operate.

Media & Communications Coordinator

Position Summary:

Supports the strategic goals, objectives and mission of Compass Regional Hospice. Responsible for the planning, development and implementation of the organization’s marketing strategies, marketing communications, and public relations activities, both external and internal. Oversees the development and implementation of support materials for all programs. Develop and execute strategies that are intended to create and uphold a positive public image for the organization by working and forming relationships with various members of the media, creating communication strategies, and serves as a key spokesperson for the organization.

Reports To: Director of Mission Advancement

Supervisory Responsibilities: This position has no supervisory responsibilities.

Responsibilities & Functions:

- Responsible for creating, implementing and measuring the success of a comprehensive marketing, communications and public relations program that will enhance the organization’s image and position within the marketplace and the general public, and facilitate internal and

external communications; and, all organization marketing, communications and public relations activities and materials including publications, and media relations.

- Ensure articulation of organization's desired image and position, assure consistent communication of image and position throughout the organization, and assure communication of image and position to all constituencies, both internal and external.
- Responsible for editorial direction, design, production and distribution of all organization publications.
- Coordinate media interest in the organization and ensure regular contact with target media and appropriate response to media requests.
- Act as the organization's representative with the media.
- Coordinate the appearance of all organization print and electronic materials such as letterhead, use of logo, brochures, etc.
- Develop, coordinate and oversee creation of materials to assist programs in the marketing, communications and positioning of their activities.
- Ensure that the organization regularly conducts relevant market research, coordinate and oversee this activity. Monitor trends.
- Leads projects as assigned, such as cause-related marketing and special events.
- Responsible for the achievement of marketing/communications/public relations, mission, goals and financial objectives. Ensure that evaluation systems are in place related to these goals and objectives and report progress to the Director of Mission Advancement.
- Develop short and long-term plans and budgets for the marketing/communications/ public relations program and its activities, monitor progress, assure adherence and evaluate performance.
- Develop, implement and monitor systems and procedures necessary to the smooth operation of the marketing/communications/public relations function.
- Keep informed of developments in the fields of marketing, communications and public relations, non-profit management and the specific business of the organization and use this information to help the organization operate with initiative and innovation.
- Work with senior staff, other staff and volunteers to develop and maintain a strategic perspective based on marketplace and constituent needs and satisfaction in organizational direction, program and services, and decision-making; and, ensure the overall health and vitality of the organization.
- Help make sure that the organization's philosophy, mission and vision are pertinent and practiced throughout the organization.

Minimum Qualifications:

- Bachelor's degree in marketing, communications or related business field or equivalent experience.
- Proficiency in Microsoft Office, Adobe InDesign, web content management software, Facebook and other social media tools.
- Demonstrated skills, knowledge and creative experience in the design and execution of marketing, communications and public relations activities, with experience writing press releases, making presentations and negotiating with media.
- Strong creative, strategic, analytical, organizational and personal sales skills.
- Experience developing and managing budgets.
- Experience overseeing the design and production of print materials and publications.
- Ability to manage multiple projects at a time.
- High degree of cultural competence.

Additional Preferred Qualifications:

- Initiative
- Positivity
- Dependability
- Self-confidence

Requirements:

- Must complete the hospice orientation.
- Must be able to travel by car to meetings, events and other work-related activities.
- Must be able to lift 15-20 pounds.
- May be required to work evenings and weekends.

FLSA Status: Non-Exempt

Schedule:

This is a non-exempt full-time position as classified under the Fair Labor Standards Act.

Other Duties:

Duties, responsibilities and activities may change at any time with or without notice.

Delegating Nurse

Summary of Responsibilities

The Delegating Nurse works under the Director of Clinical Services and the patients attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and their families. The Delegating Nurse is responsible for identifying patient/family needs and for providing supportive care in accordance with the attending physician's orders, plan of care and CRH's policies and procedures, including pertinent documentation and timely completion of all paperwork required. The Delegating Nurse functions as the Center CNA/CMT direct supervisor. The Delegating Nurse may function as a visiting Nurse or Case Manager.

Reports to: The Delegating RN reports to the Director of Clinical Services.

RESPONSIBILITIES & FUNCTIONS: Adhering to Maryland Department of Health Guidelines

REGULATIONS WHICH GOVERN THE REGISTERED NURSE CASE MANAGER/DELEGATING**NURSE'S PRACTICE IN ASSISTED LIVING:**

- A. The Maryland Nurse Practice Act cites to include but not limited to the Regulations governing:
 1. The Registered Nurse Standards of Practice (COMAR 10.27.09).
 2. The Delegated Nursing Function Regulations (COMAR 10.27.11).
- B. The Regulations Governing Assisted Living Programs, (COMAR 10.07.14) which are issued by the Department of Health and Mental Hygiene.

RESPONSIBILITY OF CASE MANAGER\DELEGATING NURSE:

- A. The registered nurse who serves as the case manager/ delegating nurse (RN, CM/DN) must complete the

Maryland Board of Nursing and OHCQ approved case manager/delegating nurse curriculum offered by a community college and other approved educational sites prior to serving as a delegating nurse. The RN, CM/DN may:

1. Teach the medication administration training program;
 2. Serve as the case manager/delegating nurse in Assisted Living.
- B. The registered nurse who agrees to serve as the case manager/delegating nurse is responsible for the delegating medication administration and supervision of medication administration to residents in assisted living settings in compliance with COMAR 10.27.11.
1. This responsibility includes:
 - a. assessing the competency of the medication assistant administering medication at the same time as the 45 day site visit.
 - b. assessing the task to be delegated included complexity.
 - c. assessing the environment in which the task is to be performed.
 - d. determining the instruction and frequency of supervision required to monitor the caregiver.
 2. The Registered Nurse Case Manager/Delegating Nurse may only delegate medication administration to an individual who has completed a Board approved Medication Administration Training Program for Assisted Living and who is certified with the Board as a Medication Technician.

SERVICES THE REGISTERED NURSE CASE MANAGER/DELEGATING NURSE MAY PERFORM:

- The Health Care Practitioner Physical Assessment (see COMAR 10.07.14.09 (A) and (B)).
- The resident's current medication profile to be completed within 14 days of the resident's admission
- (COMAR 10.07.14.21(C) and (D)).
- Teach the Medication Technician Training Program (see COMAR 10.07.14.21 (K) (1) (b) and (K) (7)).
- -E.Teach the required Medication Technician Clinical Update.
- -Serve as the RN, CM/DN by authorizing the Medication Technician to administer medications to Assisted Living residents.
(see COMAR 10.07.14.21 (J), COMAR 10.27.09 and COMAR 10.27.11).

The Maryland Board of Nursing Regulations Governing the Standards of Practice for the Registered Nurse (COMAR 10.27.09) which requires the nurse when delegating, to delegate to:

- a. individuals competent to perform the delegated acts;
- b. instruct, direct and regularly evaluate the performance of the task by the person to whom the task(s) were delegated; rectify a situation when the nursing task is performed incorrectly; and,
- c. prohibit continued performance when the task is performed incompetently.

General CRH Duties

- Promote Compass Regional Hospice philosophy.
- Maintains regular communication with the Clinical Manager, Centers to review Certified Medication Technician compliance with safe medication administration and documentation practices.
- Facilitates CMT training through 20 hours of instruction for new CMTs.
- Provides 2 year recertification and clinical training updates for CMTs.

- Practices as delegating nurse for CMTs at CRH in collaboration with the Clinical Manager, Centers.
- CMT supervision of medication passes as required for licensure and certification.
- MAR reconciliations to maintain quality requirements.
- Promotes involvement of the patient/family in the plan of care with emphasis placed on pain and symptom management, emotional and spiritual support.
- Initiate communication with attending physicians, other hospice staff members and other agencies as needed to coordinate optimal care and use of resources for the patient/family.
- Maintain regular communication with the hospice nurse practitioner and/or medical director regarding the level of care of patients in the CRH satellite facilities.
- Obtain data on physical, psychological; social and spiritual factors that may influence patient/family health status and incorporate data into the plan of care.
- Maintain up-to-date patient records so that problems, plans, actions and goals are accurately and clearly stated and changes are reflected as they occur.
- Attend patient conference and facilitate discussion of issues from case load for full staff discussion, consultation and evaluation.
- Inform the Clinical Manager, Centers of unusual or potentially problematic patient/family issues.
- Participate in CRH's orientation and in-service training programs for professional staff
- Demonstrate familiarity with policies of the agency and rules and regulations of State and Federal bodies which aid in determining policies.
- Maintains the confidentiality of employee, patient/client and agency information at all times.
- Works in conjunction with CRH leadership to maintain a culture of "survey readiness" at all times.
- Accepts and performs other related duties and responsibilities as required.
- Supervises the Center (Centreville Hospice Center and Kent Hospice Center) CNAs.
- Schedules work shifts for the Center (Centreville Hospice Center and Kent Hospice Center) CNAs.
- Acts as a mentor for the Center CNAs and provides educational opportunities for the CNAs as needed.

Minimum Qualifications

- Registered Nurse from an accredited college or university,
- Possession of a current license to practice as a registered professional nurse in the State of Maryland,
- Possession of Delegating Nurse certificate in area congruent with Hospice care,
- 2-3 years of varied work experience as a professional nurse, hospice experience preferred,
- 1-2 years in a supervisor or management position preferred,
- 1-2 years' experience working in an acute care setting. (A new registered nurse may be accepted for employment upon agreement to participate and completion of CRH's Preceptor Program, an intensive orientation program.),
- Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles,
- Dependent on work experience/training, hospice nurse may be designated to perform assessments for pediatrics, obstetrics, psychiatrics, etc.

Additional Qualifications

- Complete hospice orientation and be in agreement with the hospice concept of care
- Be flexible and able to work on several projects simultaneously
- Be able to work harmoniously with many different types of individuals and groups

- Advances knowledge and skills; attends in-services and workshops as appropriate
- An ability to cope with the stress of continual loss.

Physical Qualifications

- Possesses physical ability to perform job-related duties which may require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other.
- Must be able to communicate verbally and in writing with individuals and families in end-of-life situations.
- Must be able to use a computer and other office equipment to document patient information.
- Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals.
- Must be able to drive between CRH facilities for supervision and patient care.
- Must have a valid driver's license, furnish own reliable transportation and maintain insurance coverage.

Work Scheduling:

- Must be flexible to cover patient/staff needs at CRH satellite facilities.
- Must rotate through Administrator on Call schedule, providing CRH with 24/7 coverage.

FLSA Status:

This position is classified as exempt under the Fair Labor Standards Act, for full time employees.

Palliative Care Coordinator

Position Summary:

Responsible for coordinating and implementing the Palliative Care Program. Assures patient care is delivered in compliance with Compass Regional Hospice Policies and Procedures as well as state and federal regulations and industry standards.

Reports To: Director of Clinical Services

Supervisory Responsibilities: This position does not supervise staff.

Responsibilities & Functions:

- Coordination of direct and indirect patient services provided by palliative care program staff.
- Provides guidance and counseling to palliative care program staff to assist them in improving all aspects of palliative care services. Assists clinicians in establishing immediate and long-term therapies, setting priorities and developing plans of care.
- Identifies need for palliative care staff education and works with the Clinical Educator in the planning and implementing yearly in-service and continuing education programs.
- Assists in evaluating the organization's palliative care program performance via performance improvement program, productivity, quarterly and annual review
- Assures for the quality and safe delivery of palliative care services provided through the organization.

- Assists with maintaining compliance with Medicare Regulations and Joint Commission Standards as appropriate (once accreditation is sought).
- Promotes palliative care in the health care community. Maintains good standing in the medical community.
- May receive referrals for the palliative care program. Reviews available patient information as needed to determine needs of patient. Confers with medical director as appropriate regarding referrals.
- Other duties as assigned by the Director of Clinical Services.

CRH Support & Training:

- Assist with staffing needs and coordinating patient care.

Qualifications:

- Graduate of an accredited school of nursing or social work.
- Associates Degree in nursing, health administration or public health and a minimum of five years' experience in direct clinical care required.
- Registered Nurse license issued in the State of Maryland.
- Two years' experience in a palliative care setting highly desirable.

Requirements:

- Complete the hospice/palliative care training session required for all CRH staff and volunteers.
- Support the palliative care philosophy.
- Ability to work with many different types of individuals, teams, and community groups.
- Willingness to participate in continuing education, in-services and workshops
- Excellent oral and written communication skills.
- Knowledge of Medicare/Medicaid Regulations and Joint Commission Standards.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Coverage for job duties is the responsibility of the employee when using PTO.

FLSA Status:

This position is classified as non-exempt under the Fair Labor Standards Act.

Hospice Nurse – Center

Summary of Responsibilities

The Hospice Center Nurse works under the general direction of the Clinical Manager- Center, and the patients attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and their families. The hospice center nurse is responsible for

identifying patient/family needs and for providing supportive care in accordance with the attending physician's orders, plan of care and CRH's policies and procedures, including pertinent documentation and timely completion of all paperwork required. The Hospice Nurse may function as a visiting Nurse or Case Manager.

Reports to: Clinical Manager - Centers. In that absence responsibility falls to the Director of Clinical Services.

RESPONSIBILITIES & FUNCTIONS:

- Promote Compass Regional Hospice philosophy.
- Assume shared responsibility for patients who reside in the hospice center and their families to include the assessing, planning, implementing and evaluating phases of the nursing process.
- Promotes involvement of the patient/family in the plan of care with emphasis placed on pain and symptom management, emotional and spiritual support.
- Initiate communication with attending physicians, other hospice staff members and other agencies as needed to coordinate optimal care and use of resources for the patient/family.
- Maintain regular communication with the Clinical Manager, Centers to review caseload.
- Maintain regular communication with the attending physician concerning patient/family status.
- Maintain daily communication with the hospice nurse practitioner and/or medical director regarding the general inpatient (GIP) level of care patients in the center.
- Obtain data on physical, psychological; social and spiritual factors that may influence patient/family health status and incorporate data into the plan of care.
- Maintain up-to-date patient records so that problems, plans, actions and goals are accurately and clearly stated and changes are reflected as they occur.
- Seek input from other team members regarding the patient plan of care to obtain additional knowledge and support.
- Accept responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, and employed caregivers or by providing direct care as appropriate.
- Meet regularly with hospice clinical staff to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth.
- Attend patient conference and facilitate discussion of issues from case load for full staff discussion, consultation and evaluation.
- Supervise and update the health aide plan of care every two weeks or more frequently as needed.
- Inform the Clinical Manager - Centers of unusual or potentially problematic patient/family issues.
- Responds to patients/families of other hospice nurses during on-call times, or as requested by the Clinical Manager - Centers to meet patient/family needs during the absence of other hospice nurses.
- Provide appropriate support at time of death and period of bereavement.
- Takes responsibility and accountability for own nursing practice, continuing education and professional development.

General CRH Duties

- Participate in CRH's orientation and in-service training programs for professional staff
- Participate in agency and community programs as requested to promote professional growth and understanding of hospice care.
- Demonstrate familiarity with policies of the agency and rules and regulations of State and Federal bodies which aid in determining policies.

- Maintains the confidentiality of employee, patient/client and agency information at all times.
- Accepts and performs other related duties and responsibilities as required.

Minimum Qualifications

- Registered Nurse from an accredited college or university,
- Possession of a current license to practice as a registered professional nurse in the State of Maryland,
- 2-3 years of varied work experience as a professional nurse, hospice experience preferred,
- 1-2 years' experience working in an acute care setting. (A new registered nurse may be accepted for employment upon agreement to participate and completion of CRH's Preceptor Program, an intensive orientation program.),
- Skilled in nursing practice, able to cope with family emotional stress and tolerant of individual lifestyles,
- Dependent on work experience/training, hospice nurse may be designated to perform assessments for pediatrics, obstetrics, psychiatrics, etc.

Additional Qualifications

- Complete hospice orientation
- Be in agreement with the hospice concept of care
- Be flexible and able to work on several projects simultaneously
- Be able to work harmoniously with many different types of individuals and groups
- Advances knowledge and skills; attends in-services and workshops as appropriate
- An ability to cope with the stress of continual loss.

Physical Qualifications

- Possesses physical ability to perform job-related duties which may require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other.
- Must be able to communicate verbally and in writing with individuals and families in end-of-life situations.
- Must be able to use a computer and other office equipment to document patient information.
- Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals.
- Must be able to drive to visit patients' homes for supervision and patient care.
- Must have a valid driver's license, furnish own reliable transportation and maintain insurance coverage.

Work Scheduling:

- Must be flexible to rotate shifts, providing 24 hour 7 days a week coverage for Compass Regional Hospice Centers.

FLSA Status:

This position is classified as exempt under the Fair Labor Standards Act, for full time employees.

Social Worker

Summary of responsibilities:

The Medical Social Worker is responsible for the implementation of standards of care for medical social work services. He/she assures a variety of social work interventions to hospice patients, families and care givers is provided in conjunction with other members of the interdisciplinary team. He/she assures the psychosocial, financial and bereavement concerns are addressed in each patient/family care situation.

Reports to: Supervisor of Support Services. In that absence responsible party will be the Executive Director.

RESPONSIBILITIES & FUNCTIONS:

Patient Care

- Provide psychosocial, assessment on patients entering the hospice program.
- Address any financial concerns from the patient or family member(s)
- Define patient/family issues and concerns based on total team assessment and the psychosocial care plan, and develop interventions when appropriate
- Identify and coordinate community resources on behalf of patient/families.
- Serve as liaison between patients/families/caregivers and community agencies.
- Interpret hospice and insurance reimbursements policies to patient/families and other agencies as necessary
- Participate in discharge planning as needed. Assist patient/family/caregiver with securing durable power of attorney and with funeral arrangements, as needed.
- Participate in interdisciplinary team meetings to develop and review care plans.
- Collaborate with other team members for patient/family benefit.
- Provide appropriate documentation in clinical record for services rendered.
- Assist physicians and other team members in understanding significant social and emotional factors related to health problems and death/dying issues.
- Develop written material specific to area of expertise and responsibility for use by team to benefit hospice patients and the community at large.

General CRH Duties

- Participate in peer review and quality assurance procedures as appropriate.
- Participate in hospice training and in-service programs as requested.
- Participate in annual self-appraisal and development plan.
- Speak with community and professional groups on behalf of hospice.
- Maintains the confidentiality of employee, patient/client and agency information at all times
- Accepts and performs other related duties and responsibilities as required.

Qualifications:

- Master's degree and current license of eligibility at Licensed Graduate Social Worker (LGSW) level.
- 4-5 years education and/or clinical experience in a health care setting and/or in family dynamics.
- 2-3 years experience in a palliative care setting, preferred.
- 2-3 years experience in communicating orally and in writing about patient care standards and care with patients and family members.

Additional Qualifications:

- Complete hospice orientation
- Be in agreement with the hospice concept of care
- Be flexible and able to work on several projects simultaneously
- Be able to work harmoniously with many different types of individuals and groups
- Advances knowledge and skills; attends in-services and workshops as appropriate
- An ability to cope with the stress of continual loss.

Physical Qualifications:

- Must be able to communicate verbally and in writing with individuals and families in end-of-life situations.
- Must be able to use a computer and other office equipment to document patient information.
- Must be able to hear to process directions and requests from doctors, employees, patients, and other individuals.
- Must be able to drive to visit patients' homes for social work visits and patient care.

Work Scheduling:

- Must be able to 12 hours shifts on Saturdays and Sundays

FLSA Status:

This position is classified as non-exempt under the Fair Labor Standards Act.

Hospice Aide – Hospice Center (Certified Nursing Assistant/Med Tech)

Summary of Responsibilities

Provides personal care services and medication to the terminally ill patient and performs related tasks in the hospice center and/or the patient/family home, in accordance with the plan of treatment as assigned by the case manager. Behaves in a manner that consistently conveys commitment to the job of providing around-the-clock, compassionate and professional care.

Responsible for carrying out the duties assigned in order to increase the level of comfort, and to maintain personal hygiene and a safe, healthy environment for the patient and co-workers.

Reports to: Clinical Manager – Hospice Centers.

RESPONSIBILITIES & FUNCTIONS:**Direct Patient Care**

- Assists in feeding patients (if necessary) and provides nourishment between meals.
- Takes and records patient vital signs as directed by hospice nurse.
- Assists patients in and out of bed and assists with ambulation.
- Assists patients to bathroom or in using bedpan, urinal or bedside commode.
- Gives personal care including baths, back rubs, oral hygiene, shampoos and changes bed linen as often as necessary.
- Consistently utilizes resident identifiers prior to administration of medication.

- Documents residents' response to medication according to CRH policy and procedure.
- Recognizes and reports adverse drug reactions and reports per CRH policy and procedure.
- Continuously makes rounds to assure residents' comfort and safety.
- Answers call bells promptly to respond to patient/family questions or concerns.
- Collaborates as a team member in order to meet residents' plan of care.
- Reports changes in residents' condition and/or needs to case manager.
- Administers medications within scope of practice per certification.
- Consistently follows the "Five Rights" of medication administration.
- Changes simple dressings or ostomy bags as directed.
- Performs blood sugar finger sticks and documents results. Notifies Hospice Center Manager (or designee) of same.
- Does patient laundry, light meal preparation, and housekeeping duties as needed.
- Responsible for daily cleaning of resident rooms. Rooms to be cleaned at time of discharge per CRH policy.

Safety & CRH Protocols

- Recognizes unique responses to medication based upon age of patient.
- Meets safety needs of residents and uses equipment safely and properly.
- Accurately sign out narcotics, wastages and documents on MAR as appropriate.
- Disposes of sharps in accordance with safety procedures.
- Complies with current CDC hand hygiene guidelines.
- Follows CRH policies and procedures regarding standard precautions/infection control.
- Demonstrates a thorough knowledge of safety policies and procedures, including proper body mechanics.
- Communicates in a professional manner and demonstrates respect for residents, their families, volunteers and co-workers.
- Adheres to the organization's documentation and care procedures and standards of personal and professional conduct.

General CRH Responsibilities

- Participates as a member of the hospice interdisciplinary team.
- Obtains a minimum of 12 in-service training hours per year.
- Maintains the confidentiality of employee, patient/client and agency information at all times.
- Responds to oral and/or written requests for job performance improvement in a manner that conveys a desire to improve performance.
- Accepts and performs other related duties and responsibilities as required.

Minimum Qualifications

- Possess a high school degree or general equivalency degree
- Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland.
- Ability to read and follow written instructions and document care given
- Demonstrated ability to make meaningful patient observations and write brief, accurate reports for patient files.
- Self-directing with the ability to work with limited supervision
- Must have reliable means of transportation
- Maintain good personal hygiene
- Must be at least eighteen years of age

Additional Qualifications

- Complete hospice orientation
- Be in agreement with the hospice concept of care
- Be flexible and able to work on several projects simultaneously
- Be able to work harmoniously with many different types of individuals and groups
- Advances knowledge and skills; attends in-services and workshops as appropriate
- An ability to cope with the stress of continual loss.

Physical Qualifications

- Must be able to lift 30-35 pounds.
- Must be able to perform job-related duties which require lifting, standing, bending, transferring, stooping, stretching, walking, pushing, partial or complete assistance with activities of daily living without assistance from another health care worker or significant other.
- Must be able to communicate verbally and in writing with individuals and families in end-of-life situations.
- Must be able to use a computer and other office equipment to document patient information.
- Must be able to hear to process directions and requests from doctors, nursing supervisors, patients, and other individuals.

Work Scheduling:

- Must be able to work 12-hour flexible shifts set by supervisor

FLSA Status:

This position is classified as non-exempt under the Fair Labor Standards Act.