

Job Description

Float Certified Nurses Aid

Reports to: Regional Coordinator

Agency: LifeTouch Hospice

Location Code: 4



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Position Summary

Perform Certified Nursing Assistant (CNA) duties, make meaningful observations and write brief, accurate reports. Promote a team approach to Hospice care as a member of the Interdisciplinary Team (IDT) and promote a quality Hospice program. Is expected to work in both the inpatient unit and in the homecare program as needed. May work days or nights as needed.

Position Classifications

Primary Classification: Non-Exempt - Full-Time	Pay Frequency: Bi-Weekly Hourly	Safety Sensitive: Yes
Benefits Eligible: Yes	Driver Status: Routine <i>See other requirements below.</i>	Random Testing: Yes
EEOC Classification: Service Worker	SOC Code: 31-1131	Job Title ID: 169, 170 or 166

Qualifications

High school diploma or GED and current State of Arkansas CNA License in good standing. Must possess basic reading, writing and mathematics skills, be able to comprehend and carry out simple instructions and communicate with people professionally. Clear background check that meets the regulatory employment criteria for hospice employees.

Certifications

Must obtain a CPR certification within six months of hire and maintain it.

Physical and Mental Requirements

Medium to Heavy Work

Heavy Work involves exerting 50 to 100 pounds of force occasionally Medium work involves exerting 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to move objects.

The minimum requirements of this position require this individual to:

- Hear alarms/telephone/normal speaking voice
- Have good manual dexterity
- Have clarity of vision with/without corrective lenses
- Work in a constant state of alertness and in a safe manner

This position is considered Safety Sensitive under applicable Arkansas laws pertaining to the use of marijuana for medicinal purposes. This position includes as part of the job duties performing life-threatening procedures and regularly working with controlled substances, foods, medicine and highly sensitive and confidential medical information. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while performing life-threatening procedures and working with controlled substances, foods, medicine and confidential medical information.

Other Requirements for Continued Employment

- Valid current driver's license
- Must maintain current automobile insurance coverage at all times
- Must provide and use personal transportation

- Have and maintain clean motor vehicle report
- Must have and maintain a clean criminal history record
- Name not found on the Office of Inspector General registries
- Sex offender registry clearance
- Complete all required training
- Availability to work as scheduled during hours of operation
- Must be vaccinated for COVID 19 as required
- Must be able to treat ALL people with respect and courtesy without bias or discrimination

ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability.

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (**M**) Needs Improvement (**NI**) Not Met (**NM**). Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE.

Requirement	Key	Evaluation Comments
Assist patients with bathing, dressing, and care of mouth, teeth, skin, and hair.		
Assist with ambulating, lifting, sitting, and other activities of daily living.		
Assist in turning and properly positioning patients in bed.		
Prepare nutritious balanced meals and assist patients in eating.		
Assist patients to bathroom; provide education and assistance in using a bedpan, urinal or bedside commode.		
Perform household services such as; cleaning kitchen, bathrooms, and patient areas. As assigned by nursing case manager, facilitate patient's self-care at home as necessary for the comfort and safety of the patient.		
Change bed linens, dispose of refuse and remove soiled linens at regular intervals to maintain clean and orderly environment in the patient's home.		
Report changes of patient's condition and needs by completing appropriate reports.		
Refer questions from patient/family to appropriate team member.		
Perform variety of non-complex treatments such as reinforcement of dressings, urine tests for sugar and acetone.		

Follow all procedures and document observations and care provided or refused on daily basis in compliance with Hospice, Medicare, Medicaid, and Health Department policies and regulations.		
Assist with continuous care as needed.		
Keep a working cell phone at all times while on duty. Immediately report any phone number changes to your supervisor.		
Adhere to assigned care plan.		
Encourage teamwork by showing respect. Listening and evaluating other team members.		
Follow SHARE Foundation guidelines and /or policies and procedures regarding co-worker, patient/families and agency related issues.		
Schedule time off by giving a one week notice to your supervisor.		
Give maximum notice possible in emergency situations.		
Participate in a minimum of 12 Hours in-service annually and supplying <i>Life Touch</i> Hospice with records of all continuing education.		
Wear a back brace (that will be provided) while on duty and practice safe patient handling according to education/instruction.		
Work in a constant state of alertness and in a safe manner.		
Perform other duties as assigned or requested.		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to all SHARE Foundation and LifeTouch Hospice Policies and Procedures.		
Comply with the HIPAA Privacy Policy maintaining confidentiality requirements.		

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

- 1.
- 2.
- 3.
- 4.

Recommendations:

Employee Comments:

By signing this job description, I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s), essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer's satisfaction and at its discretion. This job

description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.

Employee Signature: _____ :

Date: _____

Supervisor Signature: _____

Date: _____

ED Review: _____

Date: _____

HR Review: _____