

Hospice Brazos Valley  
Hospice Care Aide  
Job Description # 1007

**Job Title:** Hospice Care Aide  
**Department:** Medical  
**Reports To:** Registered Nurse  
**FLSA Status:** nonexempt  
**Prepared By:** President/CEO  
**Approved By:** Chief Fiscal Officer  
**Review Date:** 11/08/12  
**Revised Date:** 02/13/15

**SUMMARY**

To define responsibilities and accountabilities of the Hospice Care Aide who reports to the supervising RN, and is directly responsible to the Director of Nursing.

**COMPLIANCE FUNCTIONS**

The employee will adhere to all local, state, national, and industry codes, laws, rules, guidelines and mandates while performing their duties. The employee will work with and report to the agency Compliance Officer any concerns, indications or behavior related to potential Fraud, Waste and/or Abuse.

**QUALIFICATIONS**

1. Sympathetic attitude toward the care of the sick.
2. Must be 18 years of age.
3. Must be able to read and write written communication, and carry out directions.
4. Must have maturity and ability to deal effectively with the demands of the job and population served.
5. Ability to work without consistent direct supervision.
6. Not convicted of any offenses on DADS "Criminal Convictions Barring Employment" list.
7. Must have a valid driver's license and current insurance on their vehicle.
8. Have satisfactorily completed one (1) of the following:
  - a. A nurse aide training and competency evaluation program approved by the State as meeting the requirements of §418.151 through §418.154 of CMS Conditions of Participation, and is currently in good standing on the State nurse aide registry, the Employee Misconduct registry, and the OIG Exclusions Database [(§418.76(a)(1)(iii-iv)].
  - b. A State licensure program that meets the same CMS requirements listed above.
9. Have a minimum of one year full-time experience in direct client care in an institutional or agency setting, with no more than a 24 month consecutive period in which services were rendered for no compensation (§418.76 (a) (2)).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reports perceived changes in condition to the registered nurse.
- Perform normal household services essential to health care at home.
- Lifts, moves and transports patients, using proper body mechanics or lifting devices for accident prevention.
- May not administer medications but may remind the client to take medication and may deliver medication refills as directed by the licensed nurse.
- Perform simple diagnostic activities, i.e.: taking vital signs (blood pressure, pulse, respirations), taking oral, axially, or rectal temperature: testing urine, collecting urine or stool specimens: if included in the plan of care.
- Perform activities of daily living as written in plan of care.
- Provide social interaction and reassurance to the client and family, in accordance with the plan of care.
- Documentation of the care provided is reported in the patient record.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by management.

## **LANGUAGE SKILLS**

Possess basic communication skills in English both orally and written. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, to effectively present information in one-to-one and small group situations as pertains to customers, clients, and other employees of the organizations.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers. Has the ability to perform these operations using U.S. units of weight measurement, volume and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than; 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*Classification: Internal Use*

HBV reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.