



## Volunteer Hospice of Clallam County

### Job Description

**Position:** Certified Nursing Assistant (CNA)

**Status:** Part-time (minimum is 16 hours/week and can be adjusted based upon VHOCC patient needs and employee's availability), non-exempt, hourly

**Location:** Port Angeles, WA and Sequim, WA; in-person required

**Reports to:** Patient Care Coordinator and Executive Director.

**Coordinates schedule and care plan with Field Registered Nurses and Patient Care Coordinator**

### Compensation and Benefits

- Base Salary is \$27 per hour and can be adjusted for education and relevant experience.
- Sign-on bonus may be available.
- Generous PTO, calculated on hours worked.
- Employer sponsored health benefits (medical, dental, vision) with 100% employer-paid premiums for employees working 20+ hours/week.
- Employer sponsored 401(k) plan. Employees vest in the VHOCC match, graded equally over three years.
- Continued Education and Professional Development opportunities.
- Mileage reimbursement for miles driven for Organization purposes.

**Position Summary:** This position is a rewarding opportunity for a CNA to provide bathing, personal care, and related assistance to hospice and palliative care patients. Care is provided at patient residences with oversight and/or supervision of field nurses, the Patient Care Coordinator, and the Executive Director. The CNA must have a clear understanding of the VHOCC mission, organizational values, and an understanding of and sensitivity to the requirements faced by end-of-life patients and families. The CNA works closely with the VHOCC field nurses to plan and organize their workload as well as with the office staff to ensure patient needs are met.

**Our Mission and Distinction:** The mission of Volunteer Hospice of Clallam County (VHOCC) is to provide physical, emotional, and spiritual support to terminally ill patients and their families with free, around-the-clock registered nursing availability and trained volunteers. VHOCC's unique model allows nurses to provide truly patient-centered care that is free from Medicare requirements.

VHOCC is one of the only free, community-supported nonprofit hospice and palliative care organizations in the nation. VHOCC has served the community for over 40 years. We provide unparalleled patient service without any billing to government agencies or insurance companies, creating a liberating and heart-centered work environment. Our services include hospice and palliative care, grief support, a medical equipment loan program, and educational programs. **Learn more about our origin story and legacy at [www.VHOCC.org](http://www.VHOCC.org).**

### Principle Duties:

- Communicate directly with patients and families about visit schedules.
- Properly document all care in patients Electronic Health Record system.
- Evaluate patient health status and report changes to field nurses.
- Provide careful listening and emotional support to patients and their caregivers.
- Maintain professional boundaries and confidentiality.
- Perform bathing including bed-bath and shower assistance.
- Body/skin care, including simple wound care as directed.
- Assist with dressing, toileting and perform additional personal hygiene activities.
- Safely assist with transferring.
- Tidy immediate environment to provide a safe, clean atmosphere.



- Change linens.
- Triage activities to accommodate patient and organizational needs.
- Other tasks as designated by field nurses.
- Professionalism, good body mechanics, and experience with personal care tasks.
- Reliability, compassion, clear verbal and written communication skills, and the ability to treat all patients with dignity.

#### **Education, Certifications and Experience Requirements:**

- Two years of CNA experience in home health, oncology, or hospice preferred. New graduates with a heart for hospice may be considered.
- CNA license completed and approved by the State of Washington.
- Experience with computer usage; working knowledge of MS Office and comfortable learning Electronic Health Record system.
- Basic Life Support (BLS) Certification, current or able to obtain upon hire.

#### **Other Job Requirements**

- Reliable vehicle for travel between Sequim, Port Angeles, Joyce, and Diamond Point. Performance of job duties requires travel to patients' place of residence.
- Valid Washington State Driver's license and valid auto insurance.
- Work cooperatively with others and function as part of a team.
- Respond appropriately and effectively to patients and caregivers in both routine and crisis situations.
- Ability to lift 40-50 lbs. and kneel, stoop, climb, stand, crawl and sit for long periods of time.
- VHOCC cell phone.
- Able to pass a background check.

#### **Work Environment and Location**

- Patient care is performed primarily at private homes and residential facilities.
- Office work is performed at VHOCC office with option for remote work.
- Requires technical competency with cell phone, tablet, computer, and medical equipment.

**VHOCC's Equal Employment Opportunity Policy:** *Volunteer Hospice of Clallam County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*