

Buckner Retirement Services, Inc.

INTERNAL POSITION POSTING

Opening Date: July 29, 2010

Closing Date: Until Filled

Position Title: Home Health Aide/Homemaker

Position Status: PRN; Non-Exempt

Department/Division: Hospice

Location: Parkway Place; Houston, TX

BASIC FUNCTION: Provide personal care to patients in the home setting or nursing facility in order to increase level of comfort and maintain personal hygiene. Perform basic duties as assigned to ensure a safe and clean environment for the patient. Support the functions of professional disciplines in providing end of life care in compliance with all applicable federal, state and local health and safety codes including LSC®, laws and regulations, and all applicable policies and procedures of hospice.

Position description/objective:

- *1. Focus efforts on discovering and meeting the needs of a diverse group of people, both internal and external customers, as well as the patients and families served by hospice.
- *2. Work cooperatively with others, express positive expectations of others, and share all relevant or useful information on a timely basis.
- *3. Demonstrate mastery of job-related knowledge and act to keep skills and knowledge current.
- *4. Persistent, refuse to give up when faced with obstacles or rejection; take action that will improve or enhance performance of job responsibilities.
- *5. Articulate clearly the Mission, Vision, and Values of hospice; effectively communicate with direct and honest feedback in developing relationships with others.
- *6. Provide constructive feedback to support the work and ideas of others.
- *7. Set challenging goals for self and help team members achieve goals set to meet hospice standards of excellence.
- *8. Provide individual patient care as directed to assigned patients under the supervision of an RN in accordance with the written Home Health Aide Assignment Sheet.
- *9. Communicate appropriately with patients and staff.
- *10. Observe, report and document patient status and the care or service furnished.
- *11. Read and record temperature, pulse and respiration, as requested/assigned.
- *12. Maintain a clean, safe and healthy environment
- *13. Recognize emergencies and notify appropriate person as required.
- *14. Observe patient right to privacy and respect, including patient's property.
- *15. Follow appropriate and safe techniques in personal hygiene and grooming that include: bed bath, sponge, tub or shower bath; shampoo – sink, tub or bed; nail and skin care; oral hygiene; toileting and elimination; safe transfer techniques and ambulation; normal range of motion and positioning.
- *16. Assist with providing nutritional support for the patient as assigned by the RN.
- *17. Provide assistance to other staff in performance of their duties when requested.
- *18. Procure/deliver supplies for patients as needed.
- *19. Report all changes in patient conditions to the nursing staff (as stated in policy).
- *20. Observe dress code and attendance policy.
- *21. Follow hospice policy for timely and accurate submission of time sheets and mileage log.
- *22. Participate in a minimum of 12 hours of in-service training annually.

- *23. Follow all policy, procedures and guidelines for infection control and universal precautions.
- *24. Adhere to all confidentiality policies and procedures and maintain confidentiality of administrative information.
- *25. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all federal and state laws. Maintains compliance with all agency regulatory guidelines and requirements.
- 26. Perform other duties as assigned by a supervisor.

Required skills and experience:

1. High School diploma (or G.E.D.) required. Requires current CNA Certification from the State of Texas. Minimum of 1 year full-time experience in direct client care in an institutional setting (Hospital or Nursing) required. Requires successful completion of 75 hour competency evaluation program.
2. Requires clear record of conduct for any offense that would bar employment on criminal history, nurse aide registry, and employee misconduct registry.
3. Requires proficient ability to speak, read, and write English.
4. Requires reliable transportation.
5. Requires ability to relate professionally and effectively with health care professionals, the community, patients/families, and members of the hospice interdisciplinary team.
6. Requires ability to maintain composure, positive attitude and awareness of priorities in an environment of stress and frequent interruptions; ability to remain flexible as priorities change.
7. Requires ability to keep detailed records and notes.
8. Requires ability to maintain confidentiality.
9. Requires ability to regularly travel to various locations to care for hospice patients.
10. Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy. Employees must be at least age 21 to drive on behalf of the Company.
11. Requires ability to use up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force continuously to move objects and/or people.
12. Position requires bending, stooping, twisting, turning, reaching, lifting, carrying, pulling, pushing, climbing, kneeling, walking and standing over 75% of shift.
13. Requires commitment to Christian principles and teachings both professionally and personally.
14. Requires ability to meet emotional and physical demands of clients and to help insure their dignity.
15. Regularly required to use hands to handle and feel; ability to speak and hear. Requires specific vision abilities to include ability to see close, distance, color, peripheral, depth perception and ability to focus.
16. Requires ability to deal effectively with stress.
17. Requires sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**Contact: Human Resources
 Parkway Place
 1321 Park Bayou Dr
 Houston, TX 77077**

**Phone: 281-556-9200
 E-mail: resume@buckner.org**

Buckner Retirement Services, Inc. is an Equal Opportunity Employer.