



HARNEY COUNTY Employment Vacancy Notice

Date: April 30, 2021

Department: Home Health/Hospice

Job Title: CNA-Bereavement-Volunteer Coordinator

Contact: Deanna Atwell HR

Hours & Days: 20-30 hours per week

Salary/Benefits: \$16.04 per hour

PURPOSE OF POSITION

To provide patient and family focused care as part of the health care team in accordance with Harney County Home Health and Hospice mission, philosophy, policies and procedures and within the parameters established by the Oregon State Board of Nursing and CMS.

ESSENTIAL JOB FUNCTIONS:

Home Health Aide-

- Provides one on one personal care to patients in their home setting using a patient specific care plan which includes bathing and personal hygiene.
- Maintains competency in supportive care for the patient, operates equipment safely and properly, and carries out nursing orders within the scope of practice of the CNA.
- Collaborates with the RN and other staff to ensure the quality and continuity of care.

Bereavement Coordinator-

- Provides and coordinate bereavement services to the families/caregivers of Hospice patients both before and after the patient's death.
- Provides support to direct patient counseling services, professional and volunteer referrals to community support resources.
- Plans and facilitates bereavement groups and annual memorial services.
- Participates in the development and implementation of bereavement follow-up plans for families.
- Assists in ongoing program development, implementation and evaluation as appropriate.

Volunteer Coordinator-

- Actively recruits new Hospice Volunteers.
- Coordinates and supervises the Hospice Volunteer orientation and activities in compliance with regulatory agencies requirements.
- Completes annual performance evaluations/competencies for Hospice Volunteers.
- Oversees the development of a patient specific volunteer plan of care, supervises the implementation and follow through of plan, revises plan if needed.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements

- Equivalent to high school education with a minimum of one (1) year working in a healthcare setting, preferably Home Health and Hospice specific.
- Certified Nursing Assistant – Unrestricted license with the Oregon State Board of Nursing.
- Current AHA CPR/BLS certification.
- Valid Oregon driver's license, reliable transportation, proof of insurance, and ability to drive to patient's residence.
- Must complete and pass the Home Health & Hospice Aide Basic Competency Exam within 3 months of hire.
- Must be able to multi-task, prioritize work, direct reports as needed and effectively communicate both verbally and in writing.

Desirable Requirements

- Training as a Volunteer/Bereavement Coordinator and two (2) years related experience, or any satisfactory combination of experience/training which demonstrates ability to perform the above duties.
- Previous CNA experience, 1 yr. Home Health Aid experience preferred.
- Working knowledge of the Hospice Bereavement and Volunteer Programs as governed by CMS requirements.
- Working knowledge of office practices and procedures, word processing software, medical terminology and the operation of standard office equipment
- Working knowledge of HIPAA privacy and security rules

Application Closing Date and Time: Until Filled. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373.

Harney County is an AA/EEOE.