

**QUALIFICATIONS**

1. Must possess a current license to practice as a Registered Nurse in the State of Oregon.
2. Graduate of an accredited school of Registered Nursing.
3. Minimum of one year work experience as a professional community health nurse (Hospice, Home Health), preferably with one year acute care experience, oncology preferred or other directly related experience.
4. Must have personal professional liability insurance coverage.
5. Must have current CPR certification.
6. Able to receive direction and independently follow tasks through with minimum supervision.
7. Demonstrate excellent critical thinking skills.
8. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
9. Must be able to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
10. Must be able to communicate clearly and concisely with patients, co-workers and supervisors.
11. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
12. Must demonstrate availability.
13. Detail oriented, able to multi-task and remain flexible with assignments.
14. Must have strong organizational and interpersonal skills.
15. Must demonstrate an exemplary work ethic.
16. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic and upholds attendance standards.
17. Able to adhere to the practice of confidentiality regarding patients, families, staff, and the organization.
18. Able to serve as a positive representative of SCH at all times.
19. Able to act in a kind decent and respectful manner at all times.
20. Must be able to recognize, support and adhere to all SCH policies and procedures.
21. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.
22. Available to work a varied monthly on-call staffing schedule as requested.

**SKILLS REQUIRED**

1. Keyboarding
2. Operation of computer
3. Strong organizational, interpersonal and teambuilding skills.
4. Excellent communication skills, written, verbal and listening, allowing clear and concise communication with staff and patients.
5. Excellent end-of-life care knowledge, including patient palliation of symptom.

**PHYSICAL REQUIREMENTS**

1. Must be able to lift a maximum of 50 lbs., using a 2-person assist with any awkwardly shaped or heavier weights.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters.
3. Must be able to do extensive driving in a variety of road and weather conditions day or night.

**WORK ENVIRONMENT/HOURS**

1. Typical office setting
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, smoke and exposure to communicable diseases, etc.
3. Nursing homes, assisted living facilities, etc.
4. This position will provide on-call coverage for nights and weekends.
5. This is a full-time position.

**PURPOSE**

Assist SCH patient and families as requested by PCC, to provide coverage for Nights – On-call work. This position will work nights and/or weekends. Assist with provision of hospice services that reflect the philosophy and standard of care with the Hospice program. Provide back up assistance and training to the nursing team.

**SUPERVISION RECEIVED**

The RN reports to and is supervised directly by the SCH Patient Care Coordinator (PCC). In the absence of the PCC, he/she reports directly to whom-ever has been designated by the PCC and/or may receive direction and/or supervision from nightly scheduled Administrative Back-up.

**DUTIES AND RESPONSIBILITIES**

1. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift.
2. Ensures quality and safe delivery of SCH services, within the guidelines of accepted nursing practices and State and local law.
3. Supports the SCH Nursing Care Team by working with assigned SCH patient/families. Works in cooperation with PCC as delegated.
4. Completes required documentation (i.e., assessments, care plans, clinical notes, agency tracking forms, etc.) in a timely manner in accordance with agency policies.
5. Establishes a therapeutic nursing relationship with the patient/family/caregivers.
6. Informs the Patient Care Coordinator of unusual or potentially problematic patient/family issues.
7. Communicates regularly with the Patient Care Coordinator and other staff members to review problems or unique issues from caseloads, share professional support and exchange feedback aimed toward enhancing professional growth.
8. Confers with Social Worker regarding patient/family referral to other community agencies/resources as appropriate.
9. Maintains current Basic Life Support Certification.
10. Participates in the SCH Orientation and In-service training programs for professional Staff and maintains a record of In-service programs attended.
11. Responsible for teaching patients, families, and caregivers, using teaching sheets as appropriate.
12. Accepts other assignments and tasks as requested and appropriate.
13. Exhibits and supports a kind, decent, and respectful behavior in the workplace.
14. Demonstrates continued professional growth and development through participation in educational programs and review of current health care literature, along with staff training.

**Duties & Responsibilities (continued)**

15. Individually responsible to conduct him/herself in a safe manner during the performance of all job-related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization in charge of safety issues.
16. To adhere to all SCH Personnel Policies including, but not limited to:
- Please initial* \_\_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
  - Please initial* \_\_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
  - Please initial* \_\_\_\_\_ SCH Sexual Abuse and Molestation Policy.
  - Please initial* \_\_\_\_\_ Demonstrates a kind, decent and respectful behavior.
  - Please initial* \_\_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.
17. May, on a non-paid, volunteer basis provide music for patients if she so chooses.

**This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director’s Signature

\_\_\_\_\_  
Date

*Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.*