

Job Descriptions

All jobs with Heart to Heart Hospice require reliable transportation as well as valid and current auto liability insurance.

Administrator

Summary

Primary function is to assume overall responsibility for Administrative and leadership functions, supervision of the organizational plan. The Administrator is also responsible for ongoing communication with the Board of Directors, Interdisciplinary Team as well as Agency staff.

Qualifications

Education and experience- Be a licensed physician, RN, social worker, therapist, or nursing home administrator with at least one year of management or supervisor experience in a health related setting. An additional year of experience in a health related setting, such as stated under experience, or have at least a high school diploma or a general equivalency degree with at least two years management or supervisory experience in a health related setting, such as a home and community support services agency, hospital, outpatient rehabilitation center, psychiatric facility, intermediate care facility for persons with mental retardation or related conditions, or a licensed health care delivery setting providing services for individuals with functional disabilities.

Skills- Ability to establish and maintain an effective working relationship with all segments of the staff, the lay and professional public, the Board of Directors, and Medical Director. Must be able to read, write and comprehend English. Must maintain twelve clock hours annually of education pertaining to job responsibilities and comply with Training in Administration of Agencies; TAC 97.259 and/or TAC 97.260.

Director of Nursing

Summary

The Director of Nursing is a registered professional nurse who ensures quality of patient care in the patients' residence. Primary function is for the overall administration of the clinical departments and monitoring of appropriate staffing and productivity. The Director of Nursing coordinates care with the interdisciplinary team, patient/family and referring agency. He/she will also monitor and analyze QA/PI issues and directs clinical staff with regard to agency policies and procedures.

Qualifications

Education – Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing.

Licensure- State licensed as a Registered Nurse in accordance with the Board of Nurse Examiners rules for Nurse Licensure Compact (NCL), current State Drivers license.

Experience- Minimum one year experience as a registered nurse obtained within the last 36 months, experience in hospice preferred. Management experience preferred.

Skills- Nursing skills defined as generally accepted standards of practice. He/she must possess excellent interpersonal skills and ability to communicate effectively. Demonstrate proven decision making skills. Able to read, write and comprehend English. If required to make visits, need proof of Hepatitis profile.

Office Manager

Summary

The Office Manager assumes the responsibility of coordination of office functions in accordance with state, federal and local regulations.

Qualifications

Education - High School Graduate (College preferred)

Experience – Two years general office management and human resource experience preferred.

Skills- Knowledge of office machines preferred, computer skills required, excellent interpersonal and organizational skill. Light typing preferred.

Receptionist/Clerical

Summary

Primary responsibility is to facilitate the communications functions of the business office and provide clerical support.

Qualifications

Education- High school graduate (college preferred).

Experience- One year general office experience.

Skills- Excellent computer skills required, excellent interpersonal and organizational skills. Knowledge of medical terminology preferred. Excellent phone skills.

RN Case Manager

Summary

Primary functions are to administer skilled nursing care for clients of all ages in their place of residence, coordinate care with the interdisciplinary team, patient/family and referring agency; and assumes the responsibility for coordination of care.

Qualifications

Education- Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing.

Licensure- Current State license as a Registered Nurse, current State Drivers license.

Experience- Two years experience as an Registered Nurse in a clinical care setting preferred, hospice or home health preferred.

Skills- Nursing skills as defined as generally accepted standards of practice. Good interpersonal skills. Proof of Hepatitis consent/declination. Specialized skills preferred in palliation and end-of-life.

Licensed Vocational Nurse

Summary

Primary function is to administer skilled nursing care, under the supervision of a registered nurse, for clients of all ages in their place of residence, coordinate care with the interdisciplinary team, patient/family and referring agency.

Qualifications

Education- Graduate of an accredited school of vocational nursing.

Licensure- Current State license as a Licensed Vocational nurse, current state drivers license.

Experience- Two years experience as a Licensed Vocational nurse in a clinical setting, hospice or home health preferred.

Skills- Nursing skills as defined as generally accepted standards of practice. Good interpersonal skills. Proof of Hepatitis acceptance or declination.

Medical Social Worker

Summary

Primary function is to provide coordinated care in the home to patients of all age groups and perform psychosocial assessments, analysis, counseling and referrals to meet the needs of the patient/family.

Qualifications

Education- Bachelors or Masters Degree in Social Work from a State accredited program. If applicant has a Bachelor's degree and is hired after 12/02/2008, must be supervised by a Masters of Social Work. (§418.114).

Licensure- Texas Certification; Texas Drivers License.

Experience- One (1) year social worker experience in a health care agency.

Skills- Working knowledge of community resources. Good interpersonal skills. Hepatitis profile.

Hospice Consulting

Summary

Primary function is to act as liaison between Agency and the community regarding community and customer needs. Responsibilities include development and promotion of hospice programs and services while maintaining the standards of practice consistent with quality health care and maximizing human, financial and equipment resources.

Qualifications

Education- Graduate of an accredited college/university is preferred.

Experience- Experience in the health care field preferred.

Skills- Ability to establish and maintain effective working relationships with all segments of the staff, the lay and professional public, the Board of Directors and Medical Director.

Chaplain/Spiritual/Pastoral Counselor

Summary

Primary function is to provide spiritual care to patients/caregivers of all age groups and perform spiritual assessments, provide spiritual/pastoral support and make referrals to meet the needs of the patient/family.

Qualifications

Education- College degree required; Masters of Divinity preferred.

Licensure- State Drivers License required.

Experience- One (1) year experience as a Chaplain in a health care institution preferred.

Skills- Working knowledge of community spiritual resources. Good interpersonal skills. TB screen annually.

Bereavement Coordinator

Summary

Primary function is to provide coordinated care for hospice families of all age groups and provide counseling and referrals to meet the needs of the hospice family.

Qualifications

Education- High school graduate, Degree/License in counseling preferred.

Licensure- State Drivers License required.

Experience- Experience in bereavement and grief counseling.

Skills- Working knowledge of community resources. Good interpersonal skills.

Volunteer Coordinator

Summary

Primary function is to act as liaison between hospice and the volunteers regarding patient/family needs. Responsibilities include development and promotion of volunteer programs and maximizing resources.

Qualifications

Education- High school graduate, Graduate of an accredited college/university is preferred.

Experience- Experience in recruitment and management of volunteers is preferred.

Skills- Ability to establish and maintain effective working relationships with the interdisciplinary team and the lay and professional public. Hepatitis acceptance or declination required.

Quality Assurance Coordinator

Summary

The Quality Assurance Coordinator is a professional nurse who oversees all aspects of the Quality Improvement Program, monitoring, analyzing, trending and utilizing data for the improvement of the Agency and the services provided.

Qualifications

Education- Graduate of an accredited Diploma, Associates or Baccalaureate School of Nursing.

Licensure- State licensed as a Nurse, in accordance with the Board of Nurse Examiners rules for Nurse licensure; Current State Drivers License.

Experience- Minimum one year experience as a nurse obtained within the last 36 months, experience in hospice and in quality improvement preferred.

Skills- Nursing skills as defined as generally accepted standards of practice. Excellent interpersonal skills and ability to communicate effectively. Able to read, write and comprehend English. If required to make visits, need proof of Hepatitis profile.

Hospice/Home Health Aide

Summary

Primary function is to provide personal healthcare and related services to the patient in their place of residence; to assist in providing a safe and clean environment, work cooperatively with patient and family and share observations and problems with the supervisor. Works under the direction and supervision of a registered nurse.

Qualifications

Education- High School Diploma preferred. Has successfully completed one of the following: A) Training program/competency evaluation as specified in §418.76(b)(c) of the Medicare regulations; B) Competency evaluation program that meets §418.76(c); C) Nurse aide training/competency evaluation program approved by the State and listed in good standing on the state nurse aide registry; D) State licensure program that meets requirements of §418.76(b)(c).

Experience- At least one year experience, preferred, as a Hospice Aide or Nursing Assistant in a hospital, nursing home, home health agency, hospice, or long term care facility or completion of Certified Nursing Assistant or Certified Home Health Aide Program.

Skills- Must be able to read and write in English and follow written and verbal instructions in English effectively. Demonstrates interest in the welfare of ill and elderly. Must pass Aide Competency Evaluation Skills Checklist that meets §418.76(c) and written Skills test.

Homemaker

Summary

Primary function is to provide personal assistance services to the patient under the interdisciplinary team plan of care, in their place of residence; to assist in providing a safe and clean environment, work cooperatively with patient and family and share observations and problems with the supervisor.

Qualifications

Education- High School Diploma preferred.

Licensure- Must have current Drivers license.

Experience- One year experience in providing services to individuals needing homemaker/companion assistance is preferred.

Skills- Must be able to read and write in English and follow written and verbal instructions in English effectively. Demonstrates interest in the welfare of the ill and elderly. Competent to perform tasks assigned by supervisor.

Volunteer

Summary

Primary function is to provide assistance and support without compensation to hospice patient/family/hospice team. May attend Interdisciplinary Team conferences as appropriate.

Qualifications

Education- High school diploma preferred.

Licensure- Must have current drivers license is providing direct patient care. Professional Volunteers must meet requirements of specific licensure rules.

Skills- Must be able to read and write in English and follow written and verbal instructions in English effectively. Demonstrates interest in the welfare of the ill and elderly.

Speech Language Pathologist

Summary

A registered professional who provides therapeutic techniques for the rehabilitation of patients with speech, language, hearing, oral motor, swallowing and cognitive disorders. Provides coordinated care to patients of all age groups. Plans, implements and evaluates patient care plans to restore or maintain patient well being. Collaborates with Interdisciplinary team.

Qualifications

Education- Masters degree in Speech-Language Pathology from an accredited college or university.

Licensure- Current State License in Speech-Language Pathology, Certificate of Clinical Competence from American Speech-Language Hearing Associates, current State Drivers License.

Experience- Two years experience in an acute care or rehabilitation setting, home health or hospice preferred.

Skills- Therapy skills as defined as generally accepted standards of practice. Good interpersonal skills and proof of Hepatitis profile.

Physical Therapist

Summary

A registered professional who provides coordinated care to patients of all age groups. Plans, implements and evaluates patient care plans to restore or maintain patient well being. Plans, organizes and conducts physical therapy treatment programs based on the medical referral and their evaluation. Collaborates with the interdisciplinary team.

Qualifications

Education- Bachelor of Science in Physical Therapy from an American Physical Therapy Association approved program.

Licensure- Current State License as a Physical Therapist, current State Drivers License.

Experience- Two years experience as a Physical Therapist in an acute care or rehabilitation setting.

Skills- Therapy skills as defined as generally accepted standards of practice. Good interpersonal skills. Proof of hepatitis profile. Knowledge of durable medical equipment.

Occupational Therapist

Summary

A registered professional who provides coordinated care to patients of all age groups. Plans, implements and evaluates patient care plans to restore or maintain patient well being. Evaluates occupational roles and occupational performance of patients with physical, psychosocial and/or cognitive impairments. Provides intervention to deficits and elicits responses. Collaborates with interdisciplinary team.

Qualifications

Education- Bachelor of Science in Occupational Therapy.

Licensure- Current State License as an Occupational Therapist, current state drivers license.

Experience- Two years experience as an occupational therapist in an acute care or rehabilitation setting.

Skills- Therapy skills as defined as generally accepted standards of practice. Good interpersonal skills. Proof of hepatitis profile. Knowledge of durable medical equipment.

Manager of Compliance and Education

Summary

The Manager of Compliance and Education is a professional nurse who oversees all aspects of the Quality Improvement and Education Programs; monitoring, analyzing, trending and utilizing data for the improvement of the Agency and the services provided.

Qualifications

Education- Graduate of an Accredited Diploma, Associate or Baccalaureate School of Nursing.

Licensure- State Licensed as a Nurse, in accordance with the Board of Nurse Examiners rules for Nurse Licensure; Current State Drivers License.

Experience- Minimum one year experience as a nurse obtained within the last 36 months, experience in hospice and in quality improvement preferred.

Skills- Nursing skills as defined as generally accepted standards of practice. Excellent interpersonal skills and ability to communicate effectively. Able to read, write and comprehend English. If required to make visits, need proof of Hepatitis profile and TB screening.

Medical Director

Summary

Primary function is oversight of physician services and the medical component of hospice.

Responsibilities include promoting and maintaining the standards of practice consistent with quality hospice care. Serves as a member of the interdisciplinary team.

Qualifications

Education- Graduate of an accredited college university with a Doctorate degree in Medicine or Doctor of Osteopathy and is fully licensed to practice medicine. Board certified in a related specialty.

Skills- Ability to establish and maintain effective working relationships with all segments of the staff, the Board of Directors, Interdisciplinary team and other physicians. Has expertise in the medical care of terminally ill individuals.

Associate Medical Director

Summary

Primary function is to serve as an alternate to the Hospice Medical Director. May provide oversight of physician services. Responsibilities include promoting and maintaining the standards of practice consistent with quality hospice care. May serve as a member of the Interdisciplinary team.

Qualifications

Education- Graduate of an accredited college/university with a Doctorate degree in medicine or Doctor of Osteopathy and is fully licensed to practice medicine.

Skills- Ability to establish and maintain effective working relationships with all segments of the staff, the Board of Directors, and other physicians.