

## **Crossroads House Job Description**

**TITLE:** Staff Care  
Givers

**POSITION:** Per Diem

**REPORTS TO:** Director of Resident Care/Executive Director

**POSITION DEFINITION:** The Staff Nurse is responsible to ensure the comprehensive provision of comfort care addressing the physical, emotional, spiritual and social needs of the residents and their family members.

### **QUALIFICATIONS:**

1. LPN or RN with current New York State License
2. Minimum of one-year work experience, end-of-life care preferred
3. Is in good physical condition to allow standing, bending, stretching, walking, pulling, pushing, and/or lifting of light to moderate loads
4. Is in good emotional health
5. Excellent oral/written skills
6. Excellent interpersonal skills
7. Ability to work independently and in a team setting

**DUTIES AND RESPONSIBILITIES:** The following statements reflect the *general* duties considered necessary to describe the principal functions of this job. They are not to be considered as a comprehensive description.

1. Completes referral forms for potential residents.
2. Makes home/hospital visits to evaluate candidates for admissions as requested.
3. Collaborates with Director of Resident Care and Staff Nurses regarding potential admissions to determine appropriateness.
4. Makes appropriate referrals when unable to serve the individual within the house.
5. Contacts and obtains prognosis and medical history from physicians.

6. Facilitates admission of residents.
7. Collaborates with certified agencies/case manager utilizing effective communication to develop an effective plan of care ensuring optimal symptom control management.
8. Make appropriate notifications to the collaborating agency regarding the resident's status. i.e.: PT, OT, spiritual needs, possible nursing home placement.
9. Educates and informs the family and resident of the dying process and disease progression when appropriate.
10. Provides clear documentation on plan of care in layman terms for the volunteer's guidance and communicates to other Staff Care Givers.
11. Maintains the security, availability, and accurate distribution of medications for residents.
12. Assures an accurate Narcotic count daily, reports discrepancies to the Director of Resident Care at the time noticed.
13. Mentors, supports, and assures the volunteers have an adequate understanding and training to provide an optimum level of comfort care for residents and their family members.
14. Provides appropriate physical, spiritual and emotional assessments daily.
15. Notify the lead Doula of any changes in the resident.
16. Provides resident status report utilizing various tools and methods.
17. Attends staff meetings and in-services.
18. Performs additional tasks as deemed necessary to ensure the continuity of care and to provide a supportive and safe environment.
19. Assist with household task and prepare meals as needed.
20. Provides on-call coverage as per schedule.

**\*\* All employees must adhere to the Crossroads House Confidentiality Policy. Anyone not adhering to this policy faces immediate dismissal.\*\***

---

Employee's Signature

---

Date

---

HR Chair's Signature

---

Date