



Angela Hospice Job Description

JOB TITLE: CENA Care Center

DEPARTMENT: Care Center

REPORTS TO: Care Center Clinical Manager

TYPE: ٢ Exempt ٢ Non-Exempt

JOB SUMMARY:

The CENA is an unlicensed, certified professional worker specially trained to give personal care and assist in the care of the patient/and or family, under the guidance and supervision of the registered professional nurse, and maintains a current CENA certification through the State of Michigan. The CENA is committed to the philosophy, goals and objectives of the hospice home care concept of Angela Hospice.

DUTIES AND RESPONSIBILITIES:

1. Follows the policies and procedures of Angela Hospice Home Care, Inc.
2. Has the ability to communicate with patients/families and staff members.
3. Has the ability to observe patient conditions and report findings to the primary care nurse.
4. Provides appropriate and safe techniques while administering personal hygiene, comfort measures and health care procedures.
5. Assists in maintaining a safe, healthy environment for patient/family.
6. Documents accurately and thoroughly on Aide Flow Sheets.
7. Presents an appropriate appearance in accordance with established policy.
8. Demonstrates knowledge of use of equipment necessary to perform personal care (i.e., hooyer or parker lift).
9. Assists with exercise and functional mobility as instructed by the Registered Nurse.
10. Assists with providing nutritional support to patients as instructed.
11. Maintains the dignity, privacy and confidentiality of the patient and family.
12. Maintains ongoing productivity requirements.
13. Documents all patient/family responses and reports to Case Manager in a timely manner.
14. Demonstrates dependability and punctuality.
15. Participates in Interdisciplinary Team meetings.
16. Works together as a team with nurses, social workers and other nurse aide staff.
17. Complies with obtaining 12 mandatory education/training hours.
18. Attends staff meetings and all scheduled in-services.
19. Complies with providing and updating mandatory documentation, i.e., TB test, CPR if applicable.
20. Performs other duties as directed by the Care Center Clinical Manager or President & CEO.

EDUCATION/TRAINING REQUIREMENTS: (State minimum required for position)

- ☐ High School
- ☐ Licenses/**Certification in State of MI**
- Degree
- ☐ Associates
- ☐ Bachelors
- ☐ Special Courses
- ☐ Vocational School
- ☐ Master's
- ☐ JD

WORK EXPERIENCE:

Describe the knowledge and experience required for successful job performance. State what experience-based knowledge is required and the typical length of time it takes to acquire the knowledge.

1. Experience in an inpatient or home setting, or the equivalent, a plus.
2. Committed to the philosophy, goals and objectives of the hospice care concept.
3. Good working knowledge of nurse aide interaction or the ability to learn, as well as good communication, organization and self-management skills.
4. Willingness and ability to provide compassionate, quality care to patients and their families.

	Frequency		
	Occasional	Regular	Daily
PHYSICAL/MENTAL			
☐ Comprehension			X
☐ Reading, Writing, Spelling			X
☐ Team Oriented			X
SENSORY/COMMUNICATIVE			
☐ Feeling, hearing, seeing, smelling			X
☐			
☐			
ENVIRONMENTAL HAZARDS*			
☐ Exposure to inside/outside environmental conditions			X
☐ Blood borne pathogens			X
☐ Work safety			X

LIFTING REQUIREMENTS: (If lifting is required, indicate specifics)

- ☐ 25 lbs. or more
- ☐ 2 lbs. to 25 lbs.
- ☐ Less than 12 lbs.

Employee Signature: _____

Supervisor Signature: _____

Human Resources Signature: _____ Date: _____

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

*Potential for exposure to blood borne pathogens. Duties # 3,4 and 5.