



## Position Description

### Job Title: Care Coordinator

**General Position Description:** The Care Coordinator for the Compassion Home works under the direction of the Executive Director and is primarily responsible for ensuring that guests receive the care appropriate to their needs according to the plan agreed upon between the guest's family and the hospice agency responsible for medical and nursing care.

**Position Type:** Full-time, permanent hourly position requiring flexible schedule.

**Roles and Responsibilities:** The Care Coordinator is responsible for ensuring that guests receive the care appropriate to their needs defined in their care plan. This includes ensuring that guests have round the clock personal care including meals prepared and provided. The Care Coordinator demonstrates care and compassion to all guests and families by providing physical, emotional, and spiritual support.

#### Care Coordinator Responsibilities

- 1) Plans and coordinates guest care among hospice agency, caregivers, and guest's family
- 2) Assures adequate preparation for, and receives new guests and their families
- 3) Provides and documents an initial assessment of guest's symptoms
- 4) Provides adequate instructions for caregivers and maintains accurate records of care
- 5) Participates effectively in mandatory meetings and ongoing communications
- 6) Assists with training in skills workshops, at quarterly meetings, and on the job
- 7) Contacts local fire rescue for a lift and assist if a guest falls and cannot get up without assistance
- 8) Follows all medication policies as directed
  - a. Dispenses appropriate medication following hospice orders
  - b. Maintains accurate medication counts on appropriate medications
  - c. Oversees dispensing and recordkeeping of comfort medications by volunteers
- 9) Prepares guest meals
- 10) Communicates any issues related to guests and/or their families to Executive Director
- 11) Light housekeeping duties
- 12) Some care duties may include emptying catheters, changing briefs and emptying colostomy bag
- 13) Lifting and ambulating are required abilities

#### Qualifications

- 1) Commitment to the mission and vision of The Compassion Home
- 2) Experience with, and a compassionate heart for those who are terminally ill and for their families
- 3) Experience with care giving
- 4) Solid understanding of hospice care and basics of home nursing preferred
- 5) Ability to build an effective team of caregivers
- 6) Listening, coaching and feedback skills
- 7) Consistent modeling of attentiveness to physical, emotional, and spiritual needs
- 8) Written and verbal communication skills
- 9) Knowledge of, setting expectations for, and compliance with HIPPA requirements
- 10) Completion of the volunteer caregiver training program
- 11) Commitment to continuous learning with an emphasis on pain management, spirituality of end-of-life care, and non-profit management