



Burnett Calvert Hospice House (BCHH) Aide

SUPERVISOR: BCHH Manager

JOB TYPE: PT

FLSA STATUS: Non-Exempt

WAGE: Negotiable

SUMMARY JOB DESCRIPTION:

The Burnett Calvert Hospice House Aide provides personal care to the patient as specified in the Plan of Care in a manner that respects the patient's dignity and autonomy. Staff is expected to be awake at all times while on shift. Other duties as assigned.

CORE COMPETENCIES AND PERFORMANCE CRITERIA*:

**Additional Competencies Required; Available Upon Request*

SKILLS, KNOWLEDGE AND ABILITIES:

1. Knowledgeable in the usage of modern technologies; i.e. computers, tablets, cellular telephones, etc.
2. Knowledge of Microsoft Office Suite.
3. Ability to express ideas and convey information effectively, both orally and in writing.
4. Ability to be detail-oriented, well organized, and a reliable team-player.
5. Ability to work as a team member and effectively with all levels of staff.
6. Ability to work a flexible schedule that includes days, nights, weekends, and holidays.

MINIMUM REQUIREMENTS

1. High School Diploma, GED, or equivalent.
2. Possess an active/current State of Maryland Certified Nursing Assistant (CNA) license.
3. At least 1 year of experience in home care and/or with dying patients.
4. Basic Computer Skills.
5. Excellent Interpersonal Skills.
6. Dependable Transportation.
7. Valid Driver's License.
8. Current Auto Insurance.

PREFERRED QUALIFICATIONS

1. Active/Current State of Maryland Certified Medication Technician (CMT) license is preferred.



To Apply:

Please visit our website at www.calverthospice.org and complete the application.

Submit completed application, cover letter, resume, salary requirements, and the names of three references (at least two professional) by one of the following methods:

E-mail:

humanresources@calverthospice.org

Fax:

410-535-5677

Attn: Human Resources

Postal Mail:

Human Resources

Calvert Hospice

P. O. Box 838

Prince Frederick, MD 20678

We seek applicants who share our passion, who have excellent communication and technical skills with a desire to work as a team. If you have a passion for hospice we would love to hear from you.

Calvert Hospice requires drug screenings, background checks, and reference checks for all positions.

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.