



VOLUNTEER POSITION DESCRIPTION

JOB TYPE: Guest Services

POSITION: Nurse

DESCRIPTION: The volunteer nurse supplements and assists PCH nursing staff in providing guest care in accordance with the guest's plan of care and the standards of PCH. The volunteer nurse may assume shift responsibility, depending upon experience and skills, as a primary nurse if desired (the staff nurse job description will be made available if necessary).

COMMITMENT: A weekly or regularly-scheduled time commitment is preferred. However, based on needs at the house and at the staff's request, the volunteer nurse has the option of being part of an "on call" roster, noting specific availability of days/times.

KEY TASKS

The volunteer Nurse will:

- Strive to uphold a loving, respectful, warm and compassionate home environment where our guests and their loved ones are our highest priority.
- Supplement PCH care staff in providing quality end-of-life (EOL) nursing care to the guest as prescribed by the hospice agency and in compliance with regulations established by the Oklahoma State Board of Nursing, the guest's preferences, and the policies of PCH.
- Implement the hospice plan of care as prescribed by the hospice agency.
- Anticipate guests' needs, including pain and symptom management as well as psychosocial and spiritual concerns, and report any variances or needs to the staff nurse.
- Work collaboratively with hospice physicians, nurses, social workers, chaplains and other medical professionals to provide quality EOL care to guests at PCH.
- Educate guests and their loved ones about the hospice philosophy.
- Provide guests and their loved ones with the knowledge they need to prepare for guest's worsening condition and eventual death.
- Administer and account for all narcotic medications via shift counts and documentation in collaboration with the staff nurse.
- Provide routine personal care as requested by the guest and their loved ones in accordance with the mission of PCH.
- Complete accurate and timely documentation according to the policies of PCH.
- Notify the Clinical Director or staff nurse of guest concerns, household issues or changes in scheduled assignments.
- Provide emotional and spiritual support to guests and their loved ones during the dying process.
- Perform other relevant duties as requested/required.



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KEY ATTRIBUTES AND SKILLS

- Commitment to the mission of *Porta Caeli House*
- Completion of PCH Volunteer Orientation and Training
- Commitment to serve our guests, their loved ones and other visitors to PCH
- Understand, sign and comply with PCH Volunteer Liability Release, Confidentiality Agreement, and Media Policy and Release
- Willingness and ability to independently undertake all necessary tasks
- Professional appearance, conduct and communication skills
- Upon completion of training, able to articulate Catholic social teaching with a commitment to its application in the job function
- Graduate of an accredited school of nursing
- Currently licensed as an RN through the Oklahoma State Board of Nursing
- Hospice and Palliative Care certification is optional
- Valid Foodhandler Permit issued by the Tulsa Health Department is preferred (may be completed online)
- Experience providing good pain management
- Demonstrates clinical competency; ability to collaborate with others; ability to initiate, plan and self-direct own work activities; effective guest/family teaching
- Possesses and maintains good physical stamina and mental health
- Skilled in nursing practice, able to cope with family emotional stress and tolerate different lifestyles
- Excellent observation, good nursing judgment and communication skills
- Flexible and cooperative in fulfilling role obligations
- Able to work within a team environment
- Has presented a physician's health clearance including a negative TB skin test as required by PCH policy
- Scheduling flexibility is required for those volunteers qualifying as a primary shift nurse

While performing the duties of this position, the volunteer is regularly required to sit, stand, walk, stoop, kneel, and/or crouch. Volunteers may be exposed to blood, body tissue and fluids, airborne contaminants, as well as other hazardous waste materials. The volunteer must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 40 pounds.