

**We provide PPE; surgical face masks, face shields, nitrile powder free gloves, gowns, and safety glasses.  
Our clinical staff's safety is of the utmost importance.**

## Volunteer Hospice of Clallam County

### Job Description

**Position: Full-time, Part-time, and Per Diem Registered Nurse positions**

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#### Status:

Full-Time: up to 120 hours/month

Part-Time: average of 80-120 hours/month

Per Diem: up to 80 hours/month

**Instructions:** Please send a cover letter and resume to [office@vhocc.org](mailto:office@vhocc.org).

### Position Summary

This position is a rewarding opportunity for an experienced Registered Nurse to act as a member of an interdisciplinary team to provide quality palliative and hospice care to patients and their caregivers. VHOCC nurses use creative, compassionate, critical thinking skills in managing end of life symptoms. Our unique model allows nurses to focus on patient-centered care instead of billing requirements.

Reports to: Nurse Manager

### Our Mission and Who We Are

Mission
<b>To provide free around- the-clock registered nursing availability to terminally ill patients, while supporting them and their families emotionally, physically and spiritually with a team of trained volunteers</b>

Volunteer Hospice of Clallam County (VHOCC) is a non-profit organization that provides hospice care to residents of Clallam county on the Olympic Peninsula in northwest Washington. Our main office is in Port Angeles, WA. Since its inception in 1978, all services have been provided free of charge to patients and their families without billing any government agencies or insurance companies. This means we can provide truly patient-centered care without regulatory burdens. VHOCC relies on donations and community support. Our services include end-of-life care, respite care for caregivers, grief support, spiritual care, and a medical equipment loan program for the community. Our team includes a board of directors, nurses, mission support staff, and a large volunteer base. Nurses work under orders of the referring medical provider.

Website: [www.vhocc.org](http://www.vhocc.org)

### Principal Duties

- Schedule visits via telephone
- Determine frequency of visits by needs and status of patient
- Perform clinical assessment and evaluation of patient for symptom management, pain, and physical/emotional/spiritual distress
- Communicate with providers when medications needed for symptom management
- Teach/counsel patient and caregivers about symptom management, including non-pharmacological interventions, safe use of medications, and dosing
- Evaluate effectiveness of medications and treatments

- Assess equipment and supply needs; makes arrangements for delivery
- Assist patients in filling out a POLST form
- Develop trusting relationship with patients
- Develop a POC based on needs/goals of patients
- Attend deaths and notifies appropriate agencies
- Documents all visits, phone calls, medication orders in patients' medical record in a timely manner
- Conducts self in accordance with standard professional nursing practices
- Communicates with fellow staff and patient care manager regarding patient/family status
- Cover on-call hours as required

#### Per Diem Position:

- Covers field shifts and float shifts to support core nursing staff
- Helps with admissions as needed
- Must be able to work a minimum of two day shifts and two nights of on-call per month **or** 3 nights of on-call per month

#### Qualifications

- Current Washington license as a Registered Nurse
- Valid Washington State Driver's license
- Valid auto insurance
- Reliable vehicle
- Nursing malpractice insurance

#### Education & Experience Requirements

- Graduate of accredited nursing program
- A minimum of two years nursing experience preferably in-home health, oncology, medical surgical nursing, or hospice
- Experience with computer usage, working knowledge of use and application of computers

#### Other Requirements

- Performance of job duties requires travel between Port Angeles and Sequim offices and to patients' place of residence.
- Work cooperatively with others and function as part of a team
- Clear verbal and written communication skills
- Respond appropriately and effectively to patients and caregivers in both routine and crisis situations
- Ability to lift 40 lbs.

#### Compensation & Benefits

- PTO calculated on hours worked
- Employer-sponsored medical, dental, vision plan for employees working 20+ hours/week
- Employer sponsored 401(k) plan
- Sign on bonus payable upon 1-year worked for employees working 80+ hours/month
- Up to \$1,000 reimbursement for moving expenses if moving from out of the area after 90 days for employees working 80+ hours/month

#### Our Hiring and Process

- Resumes will be reviewed on a rolling basis until the positions are filled.
- Phone interviews with qualified applicants will be scheduled first, and finalists will be invited to one to

two rounds of in-person or remote interviews.

- The interview panel will inform candidates of when they can expect to receive communication about job offers.

### **Work Environment and Location**

- Work is performed primarily indoors at patient's place of residence.
- Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing.
- Duties require carrying a cell phone, laptop, and medical equipment used in patient assessments.
- Requires the ability to alternatively sit and stand for sustained periods of time.
- Requires ability to drive at night when on-call.

### **VHOCC's Equal Employment Opportunity Policy**

Volunteer Hospice of Clallam County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



