



# HUMAN RESOURCES

Manual	Human Resources	No.	<b>13-03-20</b>
Section	Role Description	Date	March 2018
Guideline	<b>Health Care Aide</b>	Page #	Page 1 of 3

## STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and Park Place policy.

## PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

## PROCEDURE

**DEPARTMENT:** Nursing Services  
**JOB TITLE:** Health Care Aide  
**REPORTS TO:** Nurse

### JOB SUMMARY:

As a valued interdisciplinary team member the Health Care Aide, under the direction of the Nurse, assists residents with the activities of daily living to address personal, social, physical and recreational needs. Performs all duties in a safe, caring manner according to residents' wishes and PPSL policies and procedures. Aim of care is to promote independence and optimal functioning of resident's mind, body and spirit. Treats residents with dignity and demonstrates an attitude of caring. The Health Care Aide ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Provides care and support to residents following their individualized care plans (eg. Resident's Day). When appropriate, encourages resident participation in activities of daily living. Establishes and maintains therapeutic relationships with the resident and significant others through the use of interpersonal and interviewing techniques ensuring resident choice and autonomy in decision-making and care planning. Adheres to the "Resident's Bill of Rights."
2. Provides personal care to residents including assisting the resident with bathing, dressing, care of skin and hair; changing beds; assisting with toilet needs; and overseeing resident exercise routines.
3. Following individualized resident lift and transfer assessment, safely lifts, transfers and/or positions residents to provide and maintain good body alignment and comfort. Assists residents with ambulation as needed within the Home.
4. Contributes to the development and ongoing changes to the residents' individualized plan of care, including attending and providing input into resident interdisciplinary care plan meetings. Advocates for the interest of the resident and significant others.
5. Administers oral, rectal and/or topical routine medications (excluding PRN medications) in accordance with PPSL and pharmaceutical policies and procedures.



# HUMAN RESOURCES

Manual	Human Resources	No.	<b>13-03-20</b>
Section	Role Description	Date	March 2018
Guideline	<b>Health Care Aide</b>	Page #	Page 2 of 3

6. Observes and evaluates residents ongoing and reports all relevant information about care and procedures to nurse to achieve resident safety and comfort according to PPSL policy and procedure.
7. Assists residents with meals by serving and collecting meal trays and feeding designated residents, maintaining intake and output records as required.
8. Performs related clerical duties such as answering the telephone.
9. Assists in the orientation and sharing information with new staff, students, and other members of the interdisciplinary team.
10. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
11. Maintains a safe environment for residents, significant others and staff by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines. Reports unsafe conditions and malfunctioning equipment to the nurse.
12. Performs other related duties as assigned.

## HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
  - Uses safe work procedures,
  - Promotes health and safety policy and awareness,
  - Makes safety suggestions.
  - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

## QUALIFICATIONS:

Graduation from a recognized Health Care Aide program or equivalent.

## SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.



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Guideline	<b>Health Care Aide</b>	Page #	Page 3 of 3

**EQUIPMENT USED:**

Computer, facsimile and photocopier

**PHYSICAL DEMANDS:**

The Health Care Aide position requires significant amount of lifting, walking, reaching, bending, pushing and sitting. In an average day the employee spends 2 to 6 hours standing or walking. Lifts a maximum of 50 lbs., frequent lifting and/or carrying of 20 lbs. Must be able to manage stressful work situations with dexterity.

**HEALTH AND SAFETY RISKS – ENVIRONMENT**

- Physical: Strain on shoulder, neck and back, cuts/scrapes/injection
- Environmental: Draught, dust exposure, working alone situation, using equipment with moving parts
- Chemical: Equipment cleaners
- Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
- Radiation: Light