

POSITION AVAILABLE – Health Care Aide
EMPLOYMENT OPPORTUNITY - Casual
WAGE RATE - Dependant on Qualified Experience

Must be a graduate of a Health Care Aide or equivalent program recognized by Alberta Health Services.

POSITION SUMMARY:

Under the supervision of the Resident Care Manager and the day-to-day direction of the RN and/or LPN, the Health Care Aide (HCA) performs routine functions involved in the provision of "person centered" care that focuses on the personal, social, physical and spiritual needs of the resident. Duties are performed in accordance with established policies and procedures and in a manner that respects the uniqueness, dignity, worth, need for self-respect and self-determination of the resident, all in ways that promote maximum personal and functional independence within the context of a safe living and working environment.

RESPONSIBILITIES:

- Provides holistic personal care to residents, ensuring that the residents' activities of daily living needs are met as per policy and procedures. e.g. personal hygiene, bathing and washing, oral care, skin care, toileting, nail care, dressing, grooming and bowel and bladder care.
- Provides residents with nutritional assistance. e.g. meals, nourishment and tray service and assisting residents to eat as needed. Assisting residents to and from dining areas in accordance with meal service schedules. Report any appetite/fluid intake changes or concerns immediately to the RN and/or LPN.
- Observes and reports any changes in resident's functional and cognitive behaviour to the Nurse in charge.
- Transfers residents in/out of bed, to/from wheelchair, toilet and chair using one or two person transfers or mechanical lifts as per the resident's care plan.
- Assists with the admission, transfer and discharge of residents.
- Encourages and assists residents to participate in social, physical, spiritual and recreational activities. Assists with portering to recreation programs or events.
- Maintains a clean, safe, homelike environment for residents and staff. Reports unsafe or faulty equipment immediately.
- Ensures care equipment and supplies are used and stored in a safe and efficient manner.
- Under the direction of the RN or LPN assists with nursing care such as enemas, suppositories, collection of specimens, applying topical medication including creams and ointments and obtaining resident weights.
- Ensures residents personal items are marked, handled and stored properly.
- Processing of soiled personal clothing as per policy and procedures.
- Removing/changing soiled linens.
- Ensures that resident rights are maintained and respected, which includes confidentiality.
- Answers call bells promptly and responds appropriately to resident requests.
- Actively participates in care centre programs, meetings, working groups and committees.
- Attends a minimum of 15 hours annually (January to December) of in house educational in-services
- Actively participates in and promotes the Health and Safety Program
- Practices effective infection control techniques, ensuring a safe work and living environment for co-workers and residents.
- Encourages and adheres to a holistic philosophy of wellness, recognizing that each individual is capable of, to varying degrees, making decisions about his/her life and is a partner in the decision-making.
- Performs other related duties as required.
- The Duties and Responsibilities outlined above are representative, but not all-inclusive to the scope of this position.



QUALIFICATIONS AND EDUCATION:

- Must be a graduate of a Health Care Aide or equivalent program recognized by Alberta Health Services.
- Must pass the English language competency exam (Minimum 75%).
- Must be knowledgeable of methods of transfer and be capable of transferring and supporting residents of varying sizes and varying degrees of immobility.
- Previous experience in a long term care facility preferred.
- Ability to communicate effectively verbally and in writing in the English language.
- Good interpersonal skills and ability to effectively interact with the various individuals involved in providing holistic care in a flexible resident focused environment.
- Must be in good health and free from communicable diseases, physically able to perform repetitive tasks, lift, squat, bend, stand and walking as required to perform the duties of the position.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

PHYSICAL DEMANDS:

The Health Care Aide (HCA) position requires a significant amount of lifting, walking, reaching, bending, pushing and sitting. In an average day, the employee spends 2 to 6 hours standing and walking, lifts a maximum of 50 lbs to waist level and engages in frequent lifting or carrying of 20 lbs.

PSYCHOLOGICAL DEMANDS:

The Health Care Aide (HCA) position requires a significant amount of problem solving, flexibility in dealing with residents, co-workers and families and the ability to manage stressful situations in a positive and respectful manner.

SPECIAL ATTRIBUTES:

The Health Care Aide (HCA) position requires an individual to:

- Be well groomed, adhere to the care centre's dress code policy
- Be a team player and work in a constructive manner with co-workers and other departments
- Must be in good health and free from communicable diseases, physically able to perform repetitive tasks, lift, squat, bend, stand and walking as required to perform the duties of the position.
- Promotes, encourages and demonstrates excellent customer relations and consistently shows courtesy, caring, understanding, compassion and respect for residents, families, visitors, co-workers and volunteers.

OTHER:

- Demonstrates an awareness of accident and injury prevention
- Adheres to safe work practices and procedures;
- Promotes and fosters our workplace Health and Safety Program a safe environment for co-workers, residents, families, visitors and volunteers
- Responsible for maintaining self-wellness and reduced absenteeism
- **The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.**



APPLY TO

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A CURRENT AND CLEAR CRIMINAL RECORDS CHECK IS REQUIRED FOR ALL NEW EMPLOYEES