

JOB DESCRIPTION

Job Title: Resident Care Aide (HEU Nursing Assistant I benchmark met at grid 22)

Responsible to:

Director of Nursing, Assistant Director of Nursing, or the Licensed Nurse of the designated floor in the absence of both or as directed.

Job Summary:

Under the directions of a Licensed Nurse, assist residents with their activities of daily living based on residents' care plan to fulfill personal care needs, including but not limited to physical, social, spiritual, recreational, and environmental. Apply therapeutic communication skills to facilitate residents' expression of care needs and assist family members to work collaboratively with the care team. Complete required documentation and report residents' changes to Licensed Nurse timely and truthfully. Actively participate in the team work to meet the organizational goal of person-centered care.

Key Duties and Responsibilities:

- Understands, supports and implements the philosophy, mission, and policies of Villa Cathay Care Home.
- Assists and works with all residents from all floors, as needed.
- Provides personal care assistance to residents per the care plan or personal care needs, including bathing, dressing, care of skin, hair, teeth, nail, feet, bowel and bladder care, and assist residents to maintain adequate personal hygiene to preserve dignity.
- Under the direction of Licensed Nurse, performs nursing procedures such as taking temperature, pulse and respiration, and body weight; administering suppositories and enemas; providing ostomy and catheter care; obtaining specimens such as urine, stool, sputum as directed; and performing simple analysis as required. Document timely and accurately in prescribed records of the above per the established procedures.
- Uses good body mechanics and lifting techniques at all times. Transfers, porters and ambulates residents within the facility or outside of the facility (if required by the floor Nurse), utilizing mechanical aides such as lifts, wheelchairs, and walkers as outlined in the resident's individual care plan and as per facility policy.
- Assists residents with their exercise routines, such as walking exercise, active range of motion exercise, and activity program to enhance residents' independence and individuality.
- Assists residents with nutrition intake by feeding residents requiring assistance with proper techniques, supervising residents of choking risk, and providing a pleasant dining experience. Observes residents for signs of any unusual occurrence and reports any to Licensed Nurse immediately (such as choking, sudden change from their usual behaviour)

- Distribute meal trays and nourishments. Report any change in appetite and food preference. Assists in clearing tables and collect dishes after meal as needed.
- Reports changes, signs and symptoms, of residents' functional condition, including physical, cognitive, and behavioral to the designated floor Nurse timely and truthfully. Provides information for care planning, updates, and evaluation.
- Promotes and assists residents to participate in social, educational, spiritual, and recreational activities. Assists the activity team in preparing for and hosting such activities. When directed, participates in recreational activities with the resident (planning and leading in this context is the Recreational person's responsibility).
- Assists with admissions, discharges and internal transfers including but not limited to escorting duties outside the facility when deemed necessary by the nurse in charge and care and transfer of a body after death, when directed by the Nurse in Charge, packing and relocating resident's possessions as well as assist to prepare rooms.
- Assists residents with maintaining a clean, tidy, safe, homelike environment in all areas of facility. Cleans resident's room, furniture, and common areas as required.
- Keep residents or facility-owned equipment clean and tidy. Store all care equipment in a safe and efficient manner. Report unsafe or faulty situation or condition through the documentation in repair record and make suggestions for remedial actions. Record supplies and inventory as directed.
- Handles residents' personal laundry and distributes house linens as required. Assists residents to properly care and identify their clothing and personal effects.
- Maintain residents' right to privacy and confidentiality. Assist residents to maximize their rights without interfering with those of other residents. Apply therapeutic communication skills to help residents and family to understand their responsibilities. Works co-operatively with families and friends of residents, and also community volunteers in all matters pertaining to residents' well-being.
- Maintain good working knowledge of resident call system, telephone, wandering system, front door call phone, and CCTV. Report any noted problem or concern. Responds quickly to all calls.
- Maintains a current knowledge of and complies with all facility policies and procedures. Attends staff development programs.
- Maintains a good operating knowledge of the WHMIS procedures, the fire alarm procedures, and evacuation procedures.
- Participates in quality assurance programs.
- Assists with orientation of new Care Aide staff as directed and according to facility policies and procedures.
- Performs other related duties as assigned.

Qualification

- Completion of provincially accredited Health Care Assistant Program
- Current registration with BC Care Aide Registry
- Valid First Aid and CPR certificate an asset
- Recent experience in residential care facility preferred

Skills and Abilities:

- Demonstrated ability to respect residents' spirit, dignity, and individuality of residents.
- Physically and psychologically able to carry out the assigned duties in Villa Cathay Care Home
- Ability to carry out significant amounts of lifting, bending, stooping, and stretching
- Demonstrated ability to communicate effectively both verbally and in writing to residents, residents' families, and coworkers. Ability to speak Cantonese is an asset.
- Demonstrated ability to apply therapeutic communication skills when interacting with residents and family members.
- Demonstrated genuine interest in providing quality care to resident
- Demonstrated ability to establish and maintain harmonious relationship with residents, families, visitors, and coworkers.
- Demonstrated ability of good problem solving and organizational skills
- Demonstrated ability to effectively prioritize work.
- Demonstrated ability to operate equipment, such as mechanical lift, in a safe and appropriate manner.
- Demonstrated ability to collaborate with team members for residents' best benefit.
- Demonstrated ability to maintain a tidy and clean appearance.