



Resident Program Assistant (Part-time)

Become a part of our caring, professional team!

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provide care with love and respect, honoring the dignity of seniors.

What you'll do

The Resident Program Assistant is a temporary, part time position, responsible for supporting various work related to enhancing resident programs and care innovation.

The incumbent will assist in the execution of projects to enhance the quality of care for Villa Cathay residents. S/he will be responsible for coordinating services that are provided to residents by various external providers. S/he will also assist with the research projects that Villa Cathay Care Home participates in. Strong organization and execution skills as well as knowledge and experience in residents' care, project management, quality and process improvement will greatly assist the candidate to succeed in this role.

Duties and responsibilities:

1. Obtain consent from family members for residents to receive services from outside service providers arranged by Villa Cathay.
2. Coordinate with the nursing team in obtaining physician's consent that supports the residents and families' decision to receive services.
3. Schedule appointments and assist residents in receiving services in a safe manner.
4. Communicate with the floor team to identify the specific needs of the residents and the arrangements required for each type of service.
5. Coordinate on-site visits with service providers to ensure a smooth experience for both the service providers and residents.
6. Obtain records and documentation regarding the services provided and upload the information to the resident's electronic health record.
7. Liaise with research teams that Villa Cathay has partnered with to trial innovative programs or collect data according to their research needs.
8. Perform other duties and responsibilities as assigned.

What you bring

Education, Training and Experience

- Graduate from a recognized post-secondary program. Training and education in a healthcare-related field would be a great asset.
- Clearance with Criminal Record Check for Vulnerable Adult BC
- A minimum of two years' recent experience in health care setting preferred.
- Ability to speak and read Chinese an asset.

Knowledge, Skills, Abilities and Attributes

- Health literacy and demonstrated skills working with seniors.
- Demonstrate strong organization and time management skills.
- Superb in analytical and critical thinking for quality and process improvement.
- Proficient with computer skills and the use of Microsoft Office.
- Ability to communicate effectively both verbally and in writing.
- Ability to collaborate in a team environment; work well with others and also able to perform tasks independently.
- Ability to be flexible and adaptive.
- Strong work ethics and demonstrated dependability.
- Ability to demonstrate courteous and pleasant gesture when interact with others.
- Ability to organize work and prioritize according to the organization's goals and objectives.
- Ability to operate related equipment.
- Physical and psychological ability to carry out the duties of the position.
- Ability to speak, write, and type Chinese an asset.

Successful applicants may be required to complete a Criminal Records Review Check.

As per the current Public Health Orders, all employees working in long term care and seniors assisted living facilities are required to be fully vaccinated for COVID-19. Proof of vaccination status will be required.

Start Date: Immediately

How to Apply

To apply, or for any inquiries, please email us at: hr@villacathay.ca and put "Resident Program Assistant (Part-time)" in the email subject line.