



## UNION JOB DESCRIPTION

JD1509

<b>JOB TITLE:</b>	Resident Care Aide/Stores Attendant	<b>JOB DESCRIPTION NO.:</b>	F.NI.15301.003
<b>CLASSIFICATION:</b>	Nursing Assistant I ; Nursing Assistant I (Sterile Supply) ; Stores Attendant II	<b>GRID/PAY LEVEL:</b>	F 22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15301; 15303; 17002
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	15301
<b>PROGRAM/DEPARTMENT:</b>	Rural Health	<b>BENCHMARKS (If Applicable):</b>	15301; 15303; 17002
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Port Hardy Hospital; Port McNeill Hospital; Cormorant Island Health Centre; Tofino General Hospital		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the direction of the Manager or designate, performs a variety of nursing procedures as in duties listed below. Performs stores duties such as stocking shelves, filling orders, transporting supplies and keeping related records and performs related stores duties.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Maintains inventory records and advises when established re-order points are reached. Maintains records and provides information regarding stores activities. Fills requisition requests received. Checks supplies for quantity and outdates and re-stocks as necessary.
2. Cleans and rotates stock.
3. Receives, unpacks and checks incoming materials, insuring that goods are delivered as per specifications and completes related paper work such as signing delivery slips.
4. Checks invoices against orders and goods received and resolves discrepancies with suppliers and/or departments.
5. Assembles, issues, delivers and ships good from requisition requests received and records for charging to appropriate area. Sorts and places articles in appropriate area. Transports stock and materials to all areas of the facility.
6. Identifies and returns damaged or spoiled goods to suppliers; completes appropriate documentation.
7. Maintains correct coding on stock items.
8. Maintains security measures.
9. Keeps stores area in clean and tidy condition.
10. Performs related clerical duties such as typing, answering the telephone, ordering supplies through stores.

11. Cleans, sterilizes, assembles, wraps and/or labels instruments and equipment such as syringes, catheters, respirators, suction machines and/or linen.
12. Re-assembles supplies and sets up instrument trays; delivers supplies to appropriate areas.
13. Sets up charts for new patients and charts information like weight, temperature, pulse and respiration as directed; attaches documents to charts such as laboratory and special examination reports after review by nurse and/or doctor; completes discharge charts for Medical Records according to established procedures.
14. Transports patients utilizing mechanical aids such as wheelchairs, and/or stretchers.
15. Performs nursing procedures such as taking temperature, pulse and respiration, administering suppositories and enemas, obtaining specimens such as urine and administering non-sterile dressings; records observations, and reports problems and/or changes to designated nursing staff.
16. Provides personal care to patients such as assisting the patient with bathing, dressing, care of skin and hair; changing bed; assisting with toilet needs; and overseeing patient exercise routines.
17. Assists or relieves in other areas like patient care or as ward aide as assigned by the Nurse Coordinator or Registered Nurse (RN).
18. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 10 plus graduation from a recognized Nursing Assistant Program or an equivalent combination of education, training and experience. Registered with the BC Care Aide registry.

### **Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.