

## UNION JOB DESCRIPTION

**JD3017**

<b>JOB TITLE:</b>	Health Aide (RCA HCA) Long-Term Care Only	<b>JOB DESCRIPTION NO.:</b>	40533/F.VI.15301.001
<b>CLASSIFICATION:</b>	Nursing Assistant I	<b>GRID/PAY LEVEL:</b>	F 22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15301
<b>UNION:</b>	BCGEU; HEU	<b>JOB/CLASS CODE:</b>	15301
<b>PROGRAM/DEPARTMENT:</b>	Long-Term Care	<b>BENCHMARKS (If Applicable):</b>	15301
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	All VIHA Long-Term Care Sites including: Yucaita Lodge, Eagle Ridge Manor, Trillium Lodge, Eagle Park, Cairnsmore Place, Aberdeen Hospital, Saanich Peninsula Hospital, The Priory, Cumberland Lodge, Westhaven, Dufferin Place, Chemainus Health Care Centre, Glengarry Hospital, Gorge Road Hospital, The Summit at Quadra Village, Nanaimo Seniors Village, Selkirk Seniors Village		

### JOB SUMMARY:

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

Reporting to the Manager and under the supervision and direction of the registered nurse or designate, the Health Aide assists the resident /client in activities of daily living to meet physical, emotional, psychosocial and spiritual needs and maintain optimal functioning while promoting residents' autonomy and choice.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists the resident /client in maintaining a high level of personal hygiene including bathing, dressing, grooming, mouth care, skin care, nail care and hair care according to individual resident /client care needs as specified on the resident's care plan. Provides bathing as per resident care plan.
2. Assists resident /client in meeting nutritional needs by encouraging independence with eating and drinking and providing assistance when and as required. Prepares and delivers nourishments and snacks. Promotes and provides adequate hydration based on resident needs.
3. In accordance with safety guidelines and based on the resident's care plan, assists residents /clients with rest and mobilization based on their current condition/ability. This includes use of the pre-handling check and adherence to all safety protocols for transferring, use of mechanical lifts, bath lifts, use of transfer belts, assisting with walking, and ambulation by wheelchair / therapeutic chair, positioning in bed or wheelchair and use of commode.
4. In accordance with established policies and procedures, encourages independence in maintaining continence, which will include: routine toileting, changing incontinence products, applying and caring for urinary drainage systems, ostomy care. Collects specimens and records intake and outputs. May administer suppositories and enemas under the direction of the RN/LPN.

5. Documents observations about the residents' condition and care given on the health record using appropriate forms and reports changes in resident condition to the care team. Participates in the development of resident care plans in collaboration with the care team.
6. Performs resident /client assessment including: taking and recording temperature [oral, axilla, tympanic] pulse and respiration. Measures and records height and weight, and intake and output and documents as per facility policy.
7. Promotes skin integrity by encouraging mobility and observing and reporting any changes in skin condition. Applies medicated and non-medicated lotions, hot and cold packs, non-sterile dressings as directed by the RN or LPN. Monitors pressure relieving surfaces and reports any changes.
8. Assists in the appropriate use and maintenance of supportive devices including: sensory aids (hearing aides/glasses), communication devices, prostheses, compression stockings, splints and oxygen therapy.
9. Supports residents /clients in meeting their psychosocial/spiritual needs including facilitating attendance at programs or events. Participates /assists during programs and events as required. Supports community / volunteer programs in the facility that enhances the quality of life for the resident /client.
10. Utilizes appropriate communications skills both verbal and non-verbal in caring for residents/ clients and families. Verbally communicates observations of resident/clients condition to the RN and/or LPN
11. Provides appropriate palliative care that meets the needs of the resident /client and family members. Prepare body for transfer to the morgue
12. Welcomes new residents /clients and families to the facility by familiarizing them with the facility environment. Assists with the discharge of resident /client as required.
13. Assists resident /client in maintaining a safe and clean environment by ensuring that equipment and belongings are cleaned, stored and well maintained according to facility procedures.
14. Adheres to VIHA policies and procedures regarding work place safety. Communicates well with team members, residents and families. Participates in and supports program quality improvement activities as assigned, including attending meetings, education and committees as assigned.
15. Follows applicable organization policies, procedure, standards, and governing regulations and legislations, including BC Care Aide Registry.
16. Performs other related duties as assigned.

## **QUALIFICATIONS:**

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

Grade 10 plus graduation from a recognized Nursing Assistant Program such as a Health Aide program or equivalent. Registered with the BC Care Aide registry.

### **Skills And Abilities**

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Operate related equipment.
- Physically able to carry out the duties of the position.
- Ability to type.