



## UNION JOB DESCRIPTION

**JD3750**

<b>JOB TITLE:</b>	Mental Health Care Aide	<b>JOB DESCRIPTION NO.:</b>	20181
<b>CLASSIFICATION:</b>	Support Worker 2; Resident Care Aide	<b>GRID/PAY LEVEL:</b>	C34; C21
<b>COLLECTIVE AGREEMENT:</b>	Community Subsector	<b>HSCIS NO.:</b>	81502; 81201
<b>UNION:</b>	BCGEU	<b>JOB/CLASS CODE:</b>	20181
<b>PROGRAM/DEPARTMENT:</b>	Mental Health & Substance Use	<b>BENCHMARKS (If Applicable):</b>	81502; 81201
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	VIHA South Island Health Services Delivery Area (Glengarry Hospital; RJH EMP Detox 5A)		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), 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 or designate, the Mental Health Care Aide participates in the provision of client-focused treatment, rehabilitation and support for persons with severe addiction and mental illness in a residential, community-based facility. Promotes a safe, healthy and non-threatening environment that instills a sense of dignity and self-respect. Participates in the planning, development, implementation, delivery, and modification of clinical services by responding to identified client needs, within the program's guidelines. Motivates, assists, and instructs clients with the activities of daily living, reports clients' conditions, including reactions to medications. Escorts clients to off-site programs, appointments and other planned events. Assesses clients' ability to assume self-care responsibility.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates as a member of a multidisciplinary team in contributing to the planning, development, implementation, delivery and modification of rehabilitation services in response to identified client needs by:
  - Assuming case management role as directed by Manager;
  - Developing and recommending rehabilitation plans and team approaches by observing and accessing clients' skill development, behaviour and motivation;
  - Observing, assessing, recording/charting and reporting, in accordance with standard procedures or specific directions on the client's condition, skill development, behaviour, and reaction to medication;
  - As determined by the rehabilitation plan, communicating with clients, families and significant others, and relaying their goals, comments and concerns to the team;
  - Recommending adjustments to rehabilitation plans, physical environment and procedures to enhance the development of an individual or the program;
  - Ensuring client and guest adhere to safety and security procedures, and reporting incidents or problems in accordance with standard procedures or specific directions;
  - Working with client, team and external agencies to prepare client for transition to community living;

- Participating in Community Outreach Program under direction of the Manager and following principles and values of Psychosocial Rehabilitation including supporting attendance of community programs, supporting money management, attending appointments, etc.;
- Contributing to team decision-making regarding the appropriate response to particular incidents or crises; participating in debriefing and incident review;
- Contributing to the development and implementation of policies and procedures for emergencies, incidents of aggression and general risk management.

2. Follows individual rehabilitation plan formulated by multidisciplinary team by:

- Motivating, assisting and instructing clients in care activities, e.g. bathing, personal hygiene, dressing, laundry, clothing repair and replacement, household cleaning, nutrition, meal planning, cooking, feeding;
- In accordance with safety guidelines assists 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.
- 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 intakes and outputs. May administer suppositories and enemas under the direction of the RN/LPN.
- 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.
- 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.
- Motivating, assisting and teaching clients to manage affairs, e.g. money management, shopping, banking, use of public transportation, participation in recreational and cultural activities;
- Arranging for, preparing clients physically and emotionally, and escorting clients to off-site programs, appointments and other planned events and reviewing such events with clients later;
- Performing and recording the results of routine health activities, e.g. weighing, taking temperatures, pulse and respiration rates, measuring intake and output, and collecting routine specimens;
- Where assigned, administering medication, including, if authorized, making adjustments depending on the client's condition in accordance with the rehabilitation plan;
- Where assigned, advising clients of their rights and obligations related to the Mental Health Act and regulations; ensuring residents' rights of privacy and confidentiality are maintained;
- Assisting clients with group problem-solving and conflict resolution;
- Responding to, and in accordance with standard procedures or specific directions, reporting any unusual or dangerous behaviour, wandering off site by clients, including assessing the potential for harm to the individual client and others;
- Performing housekeeping tasks, e.g. serving meals, making beds, cleaning, laundry, stocking store rooms, etc., when required;
- Lifting, transferring and providing bed patient care, as required.

3. Assists in facilitating the use of community services and resources by:

- Maintaining awareness of, and using community resources and agencies such as education, recreation, life skills and health services; contributing such information to the team for planning of rehabilitation plans, to clients and families where appropriate;

In accordance with the rehabilitation plan, communicating on behalf of clients to other agencies, e.g. Public Trustee or

- government ministries;
  - Fostering effective working relationships with related outside agencies and services;
  - Developing positive relationships with neighbours and general public by describing the role of the project locally when required.
4. Contributes to the monitoring and enhancement of the physical site to provide a safe, non-restrictive environment by:
- Providing input for improvements in the environment;
  - Conveying feedback from clients and families regarding the physical site to the Manger/Designate and the team;
  - Monitoring safety of buildings, equipment and supplies and reporting problems to the mental health nurse on duty and the team.
5. Attends staff in service and continuing education programs and approved work-related conferences and seminars when directed. Serves on committees and attends meetings as required.
6. Performs other duties as required.

## **QUALIFICATIONS:**

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

Graduation from a recognized Nursing Assistant program such as a Health Care aide program and a diploma in Community Social Services, e.g. Mental Health Worker, Community Health Worker, or Social Services Worker including post-secondary education in counseling skills training or a minimum of two years recent related experience working with persons with addictions and/or mental illness including the provision of personal care, teaching life skills, or an equivalent combination of education, training and experience. Understanding of the principles of psychosocial rehabilitation, using a client-centered approach. Registration with the BC Care Aide Registry. Current Level C Basic Life Saving Certificate. Valid Class 5 vehicle license. Food Safe Certificate.

### **Skills And Abilities**

- Ability to communicate orally and in writing.
- Ability to develop and maintain therapeutic rapport with clients and employ such rapport to enable clients to understand their illness and the rehabilitation process.
- Ability to work effectively as a member of a multidisciplinary team.
- Ability to employ aggressive behaviour management techniques.
- Ability to exercise judgment in keeping with program philosophy, when supervisor is unavailable for consultation.
- Must hold a valid BC Driver's License and if required, must be able to obtain a class 4 Driver's License.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.