

Temporary Part-time Health Care Assistant (Evening short shift)

Job description

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Position: Temporary Part-time (0.83 FTE)

Work hours: 1500-2200 hours

Term: until return of incumbent

The Health Care Assistant will personalize the provision of care for each individual from a person and family centred perspective. The HCA will invest time in learning and understanding each individual's needs and goals for their day to day lives, and assist that person to meet their own needs and goals.

- Performs resident care duties related to personal hygiene, grooming, assisting with eating and drinking, mobility/transportation, and procedures such as treatments and bowel care
- Performs related clerical duties such as maintaining charts and records
- Performs food service duties such as setting tables, portioning and serving meals, preparing beverages, providing the afternoon and evening snacks and beverages
- Performs light cleaning duties such as sweeping and damp mopping floors, removing garbage to the outside garbage cans
- Performs laundry duties such as placing soiled linen into appropriate bins, operating domestic washers and dryers, sorting and folding clean linen, stacking on clothing cart, delivering clothing to bedrooms, while maintaining infection prevention procedures
- Ensures safety practices are adhered to

DUTIES:

- Assists each individual resident in voicing choices regarding personal hygiene and grooming including bathing or showering, skin care, hair care, mouth care, nail care, toileting, and selection of clothing appropriate to the weather
- Records clothing on appropriate form of those individuals who are deemed "elopement risks"
- Assists each individual to use adaptive devices such as eye glasses, hearing aids, prostheses, compression socks, walkers, and wheelchairs. Reports damaged or inoperable devices to the nurse for repair
- Assists with meal service by setting tables, making tea and coffee, portioning and serving food and beverages, assisting individuals with eating and drinking
- Clears tables, sweeps and spot washes dining room floor after meals. Restocks the dining room supplies
- Assembles prepared afternoon and evening snacks and beverages, transports to floors using wheeled carts, and serves to residents
- Assists residents to get to meals and activities by reminding them, assisting them if needed, and operating the elevator
- Performs nursing procedures such as measuring weights, giving suppositories and enemas, obtaining specimens, and applying non-sterile dressings, as required by care plans or as requested by the team leader
- Reports changes in resident condition to the team leader. Records procedures completed and care provided

- Strips and makes beds. Assists residents to keep bedrooms and bathrooms tidy. Reports when residents need more personal supplies or clothing
- Performs related clerical duties such as setting up new charts, restocking forms, and filing
- Performs other related duties as assigned

QUALIFICATIONS:

Education, Training and Experience:

Graduation from a recognized Nursing Assistant program or an equivalent combination of education, training and experience

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

Part-time hours: 32.5 per week

Expected start date: 2022-02-20 or until filled

Job Type: Part-time

Salary: \$25.83 per hour