



Victoria Chinatown Care Centre
域多利華埠療養院



555 Herald St. Victoria, BC V8W 1S5
Phone: (250) 381-4322 Fax: (250) 920-0318
www.victoriachinatowncare.ca

VICTORIA CHINATOWN CARE CENTRE JOB DESCRIPTION

POSITION TITLE: Health Care Assistant
REPORTS TO: Care Centre director or designated delegate
APPROVED BY: VCCS Executive

JOB SUMMARY:

The Health Care Assistant (HCA) 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.

DUTIES AND ACCOUNTABILITIES:

- 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 the 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



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- 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 and 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

JOB QUALIFICATIONS:

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

Salary: \$25.83/hour



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To apply, please provide a current C.V. and cover letter.

Applications can be submitted by email to:

derek.haynes@islandhealth.ca

Closing date: open until filled.

References will be required after an interview.