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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HEALTH CARE AIDE - UNCERTIFIED
<b>DEPARTMENT:</b>	LONG TERM CARE/PERSONAL CARE HOME
<b>CLASSIFICATION:</b>	HEALTH CARE AIDE - UNCERTIFIED
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Health Care Aide – Uncertified is a member of the health care team, working under the direction of the Registered Nurse and /or Licensed Practical Nurse and the Clinical Team Manager. The Health Care Aide – Uncertified is responsible for performing and assisting with duties related to meeting resident personal needs in accordance with the established policies and procedures. The Health Care Aide - Uncertified must be able to function effectively in a dynamic and demanding environment utilizing standardized processes of assessment, planning, implementation and evaluation.

The position of Health Care Aide- Uncertified functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### **Advocates on behalf of the IERHA as a whole**

- Promotes the mission, vision and values of the IERHA

- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), RHA policies and any other applicable legislation
- Adheres to policies and procedures
- Adheres to the facility dress code
- Maintains an acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP)
- Reports for work as scheduled in a prompt manner
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice, within sites that are designated as bilingual

**Actively participates in the constant goal of improving service according to budgetary guidelines**

- Participates in Continuous Quality Improvement/Risk Management Activities
- Utilizes resources appropriately
- Has the ability to use time effectively

**Maintains a clean, sanitary and organized work environment including equipment**

- Ensures the equipment is in good working order and reports faulty devices to the charge nurse, Clinical Resource Nurse (CRN), or Clinical Team Manager (CTM)
- Adheres to the cleaning schedule which includes cleaning of common ward equipment which includes but is not limited to stretchers, patient lifts, blood pressure machines

**Maintains a clean, sanitary and organized environment for residents**

- Serves meals / hands out meal trays following meal service where applicable
- Provides a neat and clean environment for all residents, maintain a code of cleanliness and sanitation as outlined in the Infection Control Procedures
- Makes beds
- General cleaning and tidying of the resident care areas

**Ensures personal care, comfort and dignity of patient/resident**

- Provides basic personal care to residents in a prompt efficient manner while treating each resident with respect
- Uses techniques that enable the resident to utilize their maximum ability while making personal choices
- Ensures personal comfort and care of residents during completion of activities of daily living
- Meets basic human needs related to elimination, hygiene, mobility, nutrition, recreation, rest, safety, social and spiritual needs
- Washes hair, skin, nail, oral, ear and perineal, back massage and care to pressure areas, as well as, colostomy and ileostomy care
- Assists with hearing aids, glasses and prosthesis
- Assists with bowel and bladder care routines, preserving each resident abilities and dignity
- Assist with dressing and undressing, promoting the resident individuality, dignity and freedom of choice
- Assists each resident to meet their dietary requirements by feeding, utilizing special devices, monitoring and encouraging food and fluid intake and assessing feeding and swallowing disorders related to a medical diagnosis

- Guides resident to participate in activities which are meaningful, purposeful and therapeutic within their abilities and desires. This including assisting to and from the activities
- Maintains a clean, sanitary and organized environment for resident activity

#### **Promotes safety and health in the workplace**

- Positions, turns and transfers resident using proper body mechanics that provide for safety of both resident and self
- Operates mechanical equipment according to established safety standards
- Understands and follows legislation and workplace safety and health requirements
- Follows established safe work practices
- Uses appropriate safety devices
- Ensures that equipment is in good working order and reports faulty mechanisms to the nurse in charge
- Knowledgeable in facility fire, safety and disaster plans as well as policies and procedures related to security and resident care
- Demonstrates knowledge in the use of equipment required for resident care
- Reports incidents that result in injury to resident, staff, visitors or self and reports unsafe acts and workplace hazards
- Assists in determining the cause of accidents and supportive to corrective action
- Initial clean-up of bodily fluids
- Cooperates with the Workplace Safety and Health Committee and others on safety and health issues
- Utilizes interventions to minimize the need for restraints
- When ordered maintains and monitors restraints application

#### **Maintains adequate inventory of personal care items on the ward and patient rooms**

- Restocks hygiene supplies as per schedule
- Replenishes supplies in resident care areas
- Adheres to the cleaning schedule which includes assistive mobility aids, tub room, utility room and resident personal care items
- Distributes personal laundry to resident rooms or designated area

#### **Prepares instruments for sterilization**

- Gathers, washes and redistributes sterile supplies such as bedpans and urinals

#### **Assists with mobility and rehabilitative support**

- Assists with mobilization and provision of rehabilitative support for resident based on their individualized care plan
- Uses rehabilitative devices including transfer belts, walkers, wheel chairs and whirlpool tubs according to operating instructions
- Assists resident to maintain independence
- Provides range of motion exercises while doing ADL's (where applicable)
- Weighs resident and records accordingly
- Collects specimens as directed
- Provides assistance with the application of splints, as directed by nursing

#### **Daily Practice Updates**

- Keeps current by reading communication where applicable; ADL sheets, care plans, report book and staff meeting minutes

**Ensures resident relationships**

- Demonstrates a kind and compassionate approach with genuine concern for the resident
- Supports an environment that allows the freedom of choice, privacy and personal beliefs
- Responds to call bells promptly
- Respects resident individuality and plans care around the resident routine as much as possible
- Encourages resident autonomy to preserve dignity and self-esteem
- Promotes quality of life
- Acts as a resident advocate
- Encourages resident to participate in programs and provides personal care at appropriate times to facilitate participation
- Takes opportunities while providing care to spend quality one-to-one time with resident
- Recognizes the family/significant other as an integral resident care
- Maintains care and security of resident possessions
- Readily offers assistance to any of the residents

**Ensures effective communication within the department and organization**

- Communicates with all department staff, individually and as a group, to promote efficient functioning and high morale
- Communicates with charge nurse/CRN/CTM to achieve efficient function of all services
- Liaise with outside agencies as required
- Follows proper accurate shift report
- Documents, if assigned by the charge nurse/CRN/CTM, in the resident flow sheet
- Reports all pertinent information and observation in a timely manner
- Answers the phone professionally and relays messages appropriately
- Reports unusual incidents to the charge nurse/CRN/CTM and completes occurrence reports as required

**Demonstrates professionalism within the Code of Conduct**

- Communicate effectively in a courteous, respectful and tactful manner with all residents, their families and other staff
- Respects others opinions, judgments and abilities
- Exhibits the ability to work effectively in a team environment
- Accepts direction and constructive criticism
- Demonstrates a flexible attitude towards change
- Capable and willing to exercise good judgment in making decisions
- Has the ability to promote positive working relationships within the work environment
- Demonstrates flexibility and the ability to prioritize
- Functions in a professional manner
- Assumes accountability for their actions
- Works within the scope of the job description and seeks supervision accordingly
- Exhibits confidence and initiative in the work environment
- Offers assistance and works with other team members

**Ability to recognize and pursue self-development opportunities**

- Recognizes their capabilities and limitations
- Participates in orientation programs and WHMIS training
- Identifies own learning needs and establishes a plan to meet those needs in conjunction with the CTM
- Participates in appropriate learning activities such as in services and journal reading
- Attends staff meetings

**Physical, Mental and Sensory Demands**

- Frequent lifting and assisting residents using proper body mechanics and proper equipment
- Handling loads of between 10kg and 20 kg on a regular basis: level of unpredictability
- Extensive standing and walking, stooping, bending, crouching, pushing and pulling
- Potential for exposure to communicable diseases
- Risk for developing or aggravating a musculoskeletal injury
- Ability and willingness to work in stressful environments that may include aggressive and/or agitated patients/residents

**OTHER:**

- Performs other duties as assigned.
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**QUALIFICATIONS****EDUCATION/CERTIFICATION:**

- Grade 12 education
- Successful completion of IERHA Uncertified HCA Learning Module and Practicum

**REQUIRED KNOWLEDGE:**

- Demonstrates understanding of the role of the Health Care Aide within a health care setting

**EXPERIENCE REQUIRED:**

- Previous related experience in the health care system preferred

**SKILLS/COMPETENCIES:**

- Ability to understand and follow verbal and written communication
- Demonstrates interpersonal skills through clear communication and positive behavior within the Interlake-Eastern RHA Policy GA-6-P-390 Respectful Workplace
- Ability to work with minimal supervision
- Ability to organize and prioritize tasks
- Ability to recognize and pursue self-development opportunities
- Ability to respect and promote confidentiality
- Ability to respect and promote a cultural diverse population
- Ability to work in a team environment
- Ability to work in an environment that promotes and is conducive to pets where applicable
- Mental and physical ability to meet the demands of the job

- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset
  - Proficiency of both official languages is essential for target and designated bilingual positions
  - Completes and maintains a satisfactory pre-employment security check
  - Satisfactory employment record
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**WORK CONDITIONS:**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly
  - May be required to travel throughout the region as duties may require
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers
  - Currently subject to Sections 78 & 79 of the Public Health Act – with completion of the required Staff Declaration and compliance with the accompanying orders.
  - Required to wear approved uniform, footwear, and protective equipment
  - Personal hygiene must be clean and free of artificial nails, perfume, or overly powerful scents
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for residents and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Follows all safety and health rules and recommended Safe Work Procedures. Informs charge nurse/CRN/CTM of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems described in Material Safety Data Sheets (MSDS). Uses personal protective equipment as required
- Demonstrates understanding of roles and responsibilities in fire prevention and disaster preparedness
- Participates in safety and health training programs including the personal care home's Fire, Disaster and Evacuation Plan

**PATIENT SAFETY**

- Participates and demonstrates an understanding of resident safety principles and practices in all daily activities
  - Follows safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to resident safety
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Created: July 2020  
Date

Revised: September 2020  
Date

Approved by: \_\_\_\_\_  
Regional Director Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*