

HEALTH CARE ASSOCIATE CARE ASSOCIATE JOB DESCRIPTION

Job Summary

Reporting to the team Community Care Supervisors, the Health Care Associate assists elderly, convalescent or persons with disabilities, with personal care, assigned tasks, basic home maintenance, and respite care in a home or lodge setting.

Qualifications

- 18 years of age minimum
- Speak, read and write English at a level that meets the job requirements
- Must be physically able and willing to perform all duties pertaining to personal care, assigned restricted nursing procedures, basic home maintenance, respite care, and recreational care
- Health Care Aide certification or be Substantially Equivalent or within 12 months of hire be “Deemed Competent” as per the provincial guidelines
- Valid drivers license and access to a dependable vehicle for work related travel preferred with proof of business insurance and acceptable driver’s abstract

Disclaimer

This job description has been designed to indicate the general nature and level of responsibilities within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees within this position.

Core Competencies

- Professionalism – act in a manner consistent with CBI’s mission, vision and values while complying with their policies and procedures
- Excellent organizational skills to provide care and effectively manage work schedule
- Ability to communication both verbal and written
- Must be dependable, honest and responsible to ensure consistent quality care
- Good observation skills
- Recognizes cultural differences and where ever possible includes these in the care routines
- Team player but still able to work independently
- Able to demonstrate proficiencies in all care competencies(see attached Appendix “A”)
- Safety and Wellness – work in a safe manner, making the safety of our clients and yourself a priority
- Superior service – ensure you provide the best care possible every time you go to work
- Superior Performance – strive meet or exceed all performance measures for my role
- Maintains a professional appearance and conduct at all times

Essential Functions

- Takes responsibility for assigned work and provides care as directed in the care plan
- Assists client with activities of daily living, personal care, respite, companionship, recreational activities, homemaking services, food preparation and health care procedures as delegated by a regulated professional
- Able to demonstrate proficiency in all expected care competencies within the timeframe set out
- Good routine practices regarding infection control and personal care
- Knowledgeable to report changes in client care needs and any other issue noticed during care delivery to their supervisor
- Documents accurately in a timely fashion
- Participates in life-long learning through CBI in-services and external training venues
- Maintain a positive working relationship with clients, families, and other health care team members
- Maintain current skill levels by attending in-services and or additional training as required
- Works with an awareness of health and safety and cooperate towards improved health and safety conditions at work.
- Knows and adheres to the formal and informal departmental goals, standards and policies and procedures

Physical Requirements

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to move about.(squatting/walking/standing for periods of time)
- Look over both shoulders
- Lifting/transferring
- Pushing/pulling loads
- Walking on uneven surfaces
- Climbing stairs
- Hand/eye coordination