

Gwa`sala-`Nakwaxda`xw Nations

Position Title:	Registered Care Aide (RCA)
Department/Program:	Home & Community Care (HCC)
Supervisor (s):	Home & Community Care Nurse, Health Director
Employment Status:	Full-time, Permanent

1. Job Function/Purpose:

Reporting to the Home & Community Care Nurse or the Designate, working independently and as a member of an interdisciplinary team, the Personal Care Aide provides personal care assistance and support to clients and their caregivers/families to promote and maximize independence in the home setting, including assistance with activities of daily living and delegated tasks, as directed and in accordance with established plans of care. Collaborates, consults and acts as a liaison with the interdisciplinary team of health care professionals to facilitate quality care.

2. Duties:

It is important to note that these represent the range of potential activities that can be carried out through this position. It is necessary to prioritize which activities will actually be provided based on community needs, worker time and existing resources.

- Provides personal care to clients, including all aspects of activities of daily living such as assisting with dressing and undressing, bathing, care of skin and hair, assisting with toilet needs, feeding, transfers and other tasks as assigned.
- Performs delegated tasks as directed and for which specific training has been completed, such as medication administration, catheter care, suppositories, applying non-sterile dressings, and participating in prescribed exercise and mobilization routines.
- Monitors the physiological, socio-cultural and general wellbeing of clients and their caregivers/family, reporting any concerns to the supervisor.
- Encourages and promotes independence and self-sufficiency for clients, and their caregivers/family, reports regularly to the appropriate supervisor on the condition and care needs of client and their caregiver/family.
- Demonstrates household management methods and provides basic information to clients related to activities of daily living, housekeeping, meal planning and preparation, and grocery shopping. Prepares and serves meals, as required, including special diets, and assists and/or feeds clients as necessary and in accordance with the established Care Plan.
- Maintains a safe and healthy environment in the home by performing household management duties, including cleaning, to maintain safety, and laundry, as directed and in accordance with the established Care Plan.
- As part of the multidisciplinary health care team, provides input in the development, maintenance and delivery of a client-centered Care Plan by documenting the care provided in communication books and providing regular progress reports on the client's condition and any changes to the appropriate supervisor.
- Ensures a safe and healthy working environment by observing routine precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
- Performs related duties to the provision of client care and maintaining client records.
- Uses various technologies such as Blackberry, computers in order to receive, and send client related information.
- Participates in staff meetings, quality improvement initiatives, committees and in-services, and maintains up-to-date knowledge through involvement in appropriate work-related continuing education as required by the employer.

- Assists with orientation of new staff and education experiences of students as well as sharing expertise with other members of the team as required.

Other:

- Performs other related duties as required/delegated.

Positions Supervised by the Licensed Practical Nurse:

- N/A

3. Job Qualifications/Employment Requirements:

Education:

- Home Support/Resident Care Attendant Certificate from a recognized post-secondary program; or an equivalent combination of education, training and experience.
- Food Safe Certificate;
- Current Level "C" Basic Life Saving Certificated;
- Valid BC driver's license & reliable transportation.
- Current registration and in good standing with the BC Care Aide and Community Health
- Provide a Criminal Record Check for Vulnerable persons and provide one every 5 years.

Managerial Skills:

- Ability to work independently with a minimum of supervision.
- Ability to communicate effectively, both verbally and in writing (Minimum grade 12 English skills)
- Demonstrated ability to deal with others effectively.
- Physically able to perform the duties or the job.
- Demonstrated ability to organize work.
- Ability to operate related equipment.
- Excellent Microsoft office computer skills.

Experience:

- Two year recent related experience or equivalent education and training.

4. Working Conditions:

- Week days, 35 hours per week; some evening or week-end work may be required;
- Some travel may be required;
- The position adheres to the personnel policies and procedures, code of ethics and current job description of the Gwa'sala-Nakwaxda'xw Nations.

5. Equipment Used:

- Computer /printer;
- Cellular telephone

6. Key Personal Contacts:

- Community members, staff, and elected leaders;
- Physicians & Nurse Practitioners
- Island Health Staff (H&CC, Hospital, etc.)
- GN Health department
- Local service providers/agencies