

# THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

## JOB DESCRIPTION

PDSCL Job Title: Assisted Living Care Aide

Job Family: Front Line Worker

Job Classification: Residence Worker

Grid Level: 10

Wage Rate: As per Current Collective Agreement

Reports To: Coordinator – Assisted Living

### **JOB SUMMARY**

Under the direction of the Assisted Living Coordinator, is responsible to assist in the care and well-being of the residents and to enhance their quality of life.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Assists residents with activities of daily living such as bathing, hygiene, grooming and toileting. This may include transfer of function duties such as gastrostomy feeding, tracheostomy management, and suction and bowel movement.
2. Dispense medications in accordance with the 5R's of Medication Administration
3. Assist in the monitoring, storage and distribution of medication.
4. Assist in the kitchen with meal and dietary preparation and provide the service and clean-up.
5. Perform basic housekeeping and laundry services ensure these are well organized and meet the needs of the resident.
6. Assist and create social and recreational opportunities for residents.
7. All activities of daily living for the residents are carried out in a warm, caring and professional manner.
8. Respond and follow the 24-hour emergency response system.
9. Ensure individual residents have as much control and autonomy as possible
10. Ensure individual personal plans and goals, are developed and implemented, if so desired by the resident and participate in the process.
11. Support the resident to be monitored regularly by his/her physician, dentist and other health care professionals.
12. Participates in the assessment, the goal setting, the Health Care plan and planning for the residents.
13. Provides emotional support and feedback to residents and their families.
14. Assists by identifying potential problems and reporting any difficulties. Provides input to achieve residents' objectives. Contributes to the evaluation of residents progress..
15. Communicate changes from normal routine; physical and mental health (resident, program, and facility) to the Assisted Living Coordinator.
16. Respect the privacy and dignity of each individual resident served

17. Report any concerns regarding the treatment of individuals or their possessions to the appropriate person.
18. Respect the confidentiality of information relating to the Assisted Living Centre and individuals served.
19. Represent the Assisted Living Centre and residents positively and professionally.
20. Create a positive image and build individual's self-esteem.
21. Ensures the general care, welfare, safety and wellbeing of individuals.

## **EDUCATION**

Minimum of a diploma or equivalent certification in a college level training program related to care aide, be registered with the BC Care Aide Community Health Work Registry. The successful candidate will be expected to take advantage of upgrading opportunities when available.

## **TRAINING & EXPERIENCE**

Minimum (1) year recent related experience or an equivalent combination of education, training and experience

## **OTHER JOB REQUIREMENTS**

- Proof of Covid Vaccination Status
- Ability to work effectively with seniors and persons with disabilities
- Ability to work cooperatively and effectively with or without supervision
- Ability to adhere to PDSCL's Code of Ethics.
- Valid Foodsafe Certificate
- Must be able to work flexible hours including evening and weekends.
- Valid CPR/First Aid Certificate
- Satisfactory Criminal Records search.
- Knowledge of fire safety and fire equipment.

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as an Assisted Living Care Aide.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_