



Providence Living

The Views at St. Joseph's

INTERNAL & EXTERNAL POSTING

**DO NOT
REMOVE
POSTING**

Posting: Non-Contract 008N22
Status: Temporary Full Time
Classification: Visitation Assistant
Effective Date: To be determined
End Date: To be determined
Wage: \$19 Per hour

Benchmarks: Due to COVID pandemic and implementing Social Visitation protocols in a short timeline, we were unable to go through the formal HEABC benchmarking process. This is an exception.

JOB SUMMARY:

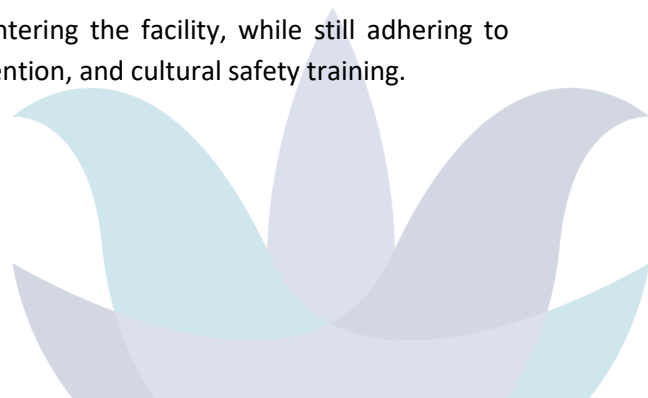
Reporting to the Family Visitation Supervisor, the Visitation Assistant is responsible for assisting designated family members and/or friends through social visit, window or virtual visits as mandated by the Ministry of Health guidelines, and Provincial Health Order.

ROLE RESPONSIBILITIES:

Assisting Visitation

- Porters all residents to and from visitation areas and units
- Visitation will include social, window and virtual visits
- Distribute daily scheduling sheet to staff as needed
- Ensure that environment is adequately set up and all infection control practices are in place
- Ensure all equipment is in working order
- Visits must be booked in advance if required by provincial mandates
- Visits are not allowed if there is an active COVID-19 outbreak at the residence.
- Visits are not permitted if the visitor or resident are sick or have symptoms of COVID-19.
- Visitors will be screened for signs and symptoms of illness, including COVID-19, prior to every visit.
- All visitors are required to follow provincial masking mandates
- Visitors must clean hands before and after visit.
- Follows established communication channels to raise concerns to supervisor or Director of Resident Lifestyles and Community Programs.
- Cultivates as safe an environment as possible for those entering the facility, while still adhering to infection prevention protocols and directions, violence prevention, and cultural safety training.
- Maintains records on visitor admissions as assigned.

**The Views at St. Joseph's
Human Resource Services
T: 778.431.0269 | HR@providenceliving.ca 2137 Comox Avenue
Comox BC V9M 1P2**



- Other duties as assigned

Occupational Health & Safety

- Ensures the health and safety of residents and staff
- Adheres to all infection control guidelines
- Performs the Co-Vid 19 screening protocol of all social visitors
- Ensure all visits meet the Provincial Health Order guidelines so that our vulnerable residents are protected accordingly. See link below
- <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/long-term-care-facilities-assisted-living>

QUALIFICATIONS:

Education

Grade 12 and one to two year's recent related experience or an equivalent combination of education, training and experience.

Skills and Abilities

- Excellent interpersonal skills, including communication and conflict resolution
- Excellent organizational skills
- Ability to deal effectively with family members, residents, and fellow employees
- Strong problem-solving and analytical skills
- Ability to work within an environment that includes high volume, frequent interruptions, multiple tasks and stringent deadlines
- Experience working in seniors care is an asset
- A understanding of dementia care and communication approaches associated with cognitive challenges is an asset
- Ability to operate related equipment and technology virtual platforms such as zoom, FaceTime, etc.
- A commitment to teamwork and collaboration
- Physical ability to perform the duties of the position
- Ability to communicate effectively both verbally and in writing

This posting will remain open until successfully filled. Please apply via email to the Department of Human Resource Services.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you.

Human Resource Services

DATE: April 20, 2022