



**Providence Living**

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**INTERNAL & EXTERNAL POSTING**

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POSTING**

**POSTING:** HEU Posting 038H23  
**STATUS:** Regular Part Time/Full Time (up to 15 positions)  
**CLASSIFICATION:** Health Care Support Worker  
**WORK AREA:** VIEWS – EV, OV, MV  
**EFFECTIVE DATE:** TBD  
**END DATE:** 12 – 18 months from start of position as per HCAP Program  
**HOURS:** 75.0 Hours Bi-Weekly; (1.0 FTE)  
Days; Evenings; Nights; 0700-1500; 1500-2300; 2300-0700; Hours  
Days Off; Rotating  
**SALARY:** \$23.83 Per Hour

COVID-19 has increased the need for health care assistants (HCAs) in long-term care and assisted living settings across the province. On September 9, 2020, the Government of British Columbia announced The Health Career Access Program (HCAP) to increase the supply of Health Care Assistants (HCAs) in BC. The HCAP education and training program will take approximately 12-18 months to complete. HCAP provides an opportunity for individuals to begin employment as Health Care Support Workers (HCSWs) and receive paid employer-sponsored training leading to a provincially recognized Health Care Assistant (HCA) credential.

The Views at St. Joseph's is excited to participate in the HCAP program and we have been approved for up to 8 positions. As this is a new program all of the details are not known yet. **Interested applicants are encouraged to read the full job posting and frequently asked questions including pages 4-5 which explains how to apply.**

For more information on this program, please visit <https://www2.gov.bc.ca/gov/content/employment-business/job-seekers-employees/find-a-job/health-care>

#### **JOB SUMMARY:**

Under the direction of a Registered Nurse or another regulated healthcare professional, performs a variety of non-direct and/or non-clinical healthcare supports to clients, residents, families, and/or visitors in long term care, assisted living and home settings in accordance with the established care plan and safety requirements.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Participates as an integral member of a healthcare delivery team to provide a variety of non-direct and/or non-clinical healthcare supports to clients, residents, families and/or visitors to meet established needs.
- Establishes rapport with clients, residents and families, and assists in promoting physical, emotional, cultural, social, and spiritual well-being. Observes clients and residents, and their environments, to identify and report unsafe conditions, behavioral and/or physical changes to designated supervisor.
- Assists with mealtime activities; sets up, welcomes and transports clients or residents to dining areas, sets up and collects meal trays, assists with limited food preparation such as heating prepared food, making tea, coffee, toast, , etc. where clients or residents require support.
- Provides assistance in carrying out activities; sets up supplies and equipment, assists with transporting clients or residents to designated areas, encourages participation in activities and provides support to clients or residents where required.

Human Resource Services  
(778) 736-1250 [hr@providenceliving.ca](mailto:hr@providenceliving.ca)  
2137 Comox Avenue, Comox, British Columbia, Canada V9M 1P2

- Performs housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and washing, drying, folding, and delivering laundry, where required.
- Greets visitors and others in accordance with established safety, security and infection control procedures and guidelines; provides information and/or redirects to appropriate person or area, where required.
- Checks and restocks supplies as required, including personal care, first aid, and housekeeping supplies and assists in taking inventory.
- Completes and maintains related records electronically, or using documents such as inter-shift communication books, daily log sheets and progress reports related to non-direct and/or non-clinical healthcare activities.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

**Education, Training and Experience**

Grade 10, including successful completion of English 10 or equivalency.

**Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.

**This posting will remain open until successfully filled. All internal applications received by 08:30am May 16, 2023 will be given first consideration.** Please apply via email to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through [hr@providenceliving.ca](mailto:hr@providenceliving.ca)

Thank you.

Human Resource Services

DATE: May 9, 2023

## Appendix C: Participant Frequently Asked Questions

### 1. What is the Health Career Access Program (HCAP)?

COVID-19 has increased the need for health care assistants (HCAs) in long-term care and assisted living settings across the province.

The HCA program typically requires six to eight months of full time post-secondary education. Through the Health Career Access Program (HCAP), the Province will pay for your post-secondary education while helping to place you in an entry-level job within the care sector.

New hires in the program start in a health care support worker (HCSW) position and receive paid education and training that leads to full qualification as an HCA.

### Where can I go to find out more about the HCAP?

<https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care>

### What positions are available through the HCAP?

**Health care support workers** perform a variety of non-direct and/or non-clinical healthcare supports for clients, residents, families and/or visitors in long-term care and assisted living settings under the direction of a Registered Nurse or another regulated healthcare professional. Typical duties include:

- Participating as an integral member of a healthcare delivery team
- Establishing a caring relationship with clients, residents and families
- Providing support and assistance with mealtime activities
- Providing support and assistance in carrying out activities
- Performing housekeeping duties
- Greeting and directing visitors
- Restocking supplies
- Completing and maintaining relevant records

HCSWs will earn \$20.95 per hour.

All HCAP applicants must start as an HCSW before becoming an HCA.

Upon successful completion of the paid HCA training program, HCSWs will be eligible to register with the BC Care Aide & Community Health Worker Registry and seek employment as a qualified HCA.

**Health care assistants** provide personal care in a variety of settings including acute care hospitals, assisted living facilities and residential care. They are supervised by registered nurses or other regulated health professionals and follow established care plans. Typical duties include:

- Assisting with bathing, grooming, dressing, and oral hygiene
- Helping in the delivery of nursing care, including taking temperature, pulse and respiration readings
- Documenting information on a patient's chart
- Monitoring patient progress, symptoms, and behavioural changes; and reporting significant observations

- Utilizing mechanical aides (specialty beds, lifts, wheelchairs and stretchers) to transport patients
- Helping to position, lift, and/or transfer patients using established lifting safety techniques
- Maintaining a clean and safe environment for patients and staff

Typically, in long-term care homes and assisted living settings, HCAs provide coverage 24 hours a day, 365 days a year. Start and end times of shifts vary between settings, but often there will be a “day shift”, an “evening shift”, and a “night shift”.

### Will Health Care Support Workers (HCSWs) be unionized?

The long-term care and assisted living sector employs both unionized and non-unionized positions depending on the employer. If the setting has a union certification for the work performed by an HCSW, the role will be unionized.

### Who is eligible to participate in the HCAP?

Anyone who meets the education and skill requirements is invited to apply.

#### Education

- Grade 10, including the successful completion of English 10, or equivalency. Valid Class V BC Driver’s License.
- For guidance on the English Language Competency Requirement please visit this [link](#)

#### Skills

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.

HCAP participants will also have to meet the post-secondary institution’s program pre-requisites.

### What is the process for applying and completing the HCAP?

#### Step 1: Expression of Interest

- The first step is to submit an expression of interest online at: <https://www2.gov.bc.ca/gov/content/employment-business/job-seekers-employees/find-a-job/health-care>
- Applicants who meet the education and skill requirements and pass a criminal record check will enter the pool of pre-screened applicants and be considered for positions in their region of interest.
- Applicants should be aware that an enhanced criminal record check will be required before starting work with vulnerable populations in a long-term care or assisted living setting.

## Step 2: Application and Hiring

- If the HCSW position is unionized, the employer will follow their collective agreement commitments and post the HCSW position internally. If the position is not filled, the employer will then offer interviews to select an applicant through the HCAP matching process.
- If the site is not subject to collective agreement posting requirements, the position may be filled internally, or the employer will select an applicant through the HCAP matching process.
- Successful applicants will be issued an offer letter by the employer and hired as an HCSW.
- HCSWs will be required to sign a 12-month return of service agreement.

## Step 3: HCSW Orientation

- Upon hiring, HCSWs will receive a standardized HCAP orientation, in addition to a facility/employer-specific orientation, to their new role.
- HCSWs will provide non-clinical support to patients and residents under the supervision of registered nurses or other regulated health care professionals.

## Step 4: HCA Training Program

- Following orientation, HCSWs will begin the HCA training program, delivered by a registered post-secondary institution.
- The HCA education program will be delivered over a period of 12 to 18 months and the employee will receive a stipend for HCA education components.
- The education stipend for HCSWs will be \$785/week, paid bi-weekly through their employer's pay roll.
- It is mandatory that HCAP participants successfully complete the HCA training program. Employees who do not undertake the HCA training will not be eligible to work as an HCSW or have their salary paid by the province.

## Step 5: Registration as an HCA

- Following successful completion of the HCA training program, the employee will be eligible to be registered with the BC Care Aide and Community Health Worker Registry and work as an HCA across the province.
- At this point, funding for the HCSW will end and the employee must apply for employment as an HCA under the terms of their return of service agreement.