



**Providence Living**

Honouring every life story

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POSTING**

**INTERNAL & EXTERNAL POSTING**

**POSTING:** HEU Posting 050H24  
**STATUS:** Temporary Part Time  
**CLASSIFICATION:** (15301) Household Care Aide  
**WORK AREA:** The Views, Home for Us, PCN 415, MV2 #15  
**EFFECTIVE DATE:** TBD  
**END DATE:** Return of Incumbent  
**HOURS:** 40.77 Hours Bi-Weekly (0.57 FTE)  
Days, Evenings; 07:00-13:30/16:00-21:00;  
Days Off; Rotating  
**SALARY:** \$29.83 Hourly

**JOB SUMMARY:**

*Providence Living is a non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.*

Reporting to the Director of Care, and working under the general supervision of a Registered or Licensed Practical Nurse (RN/LPN), the Household Care Aide works collaboratively with the household care team to support residents in establishing and maintaining a pleasant, safe and homelike atmosphere in the designated household. This position provides routine nursing care, and in partnership with other members of the household care team, assists with mealtime and housekeeping activities, and supports residents in engaging in life's pleasures within the household such as watching television, reading the newspaper, playing cards, solving puzzles, etc.).

All staff have a part to play in preventing adverse events and in promoting safety for patients and staff by being aware of and adhering to all policies and procedures including promptly reporting any risks or safety concerns relating to patient or staff safety.

Services at The Views are guided by our Mission, Vision, Values, and Ethical Framework. All employees are expected to demonstrate respect for the safety and dignity of all residents, staff and volunteers. Every employee makes a vital contribution to our Mission of providing care with compassion, by exemplifying our core values of respect, excellence and compassion in their work and demonstrates Indigenous Cultural Safety, cultural humility and anti-racism principles.

**Duties:**

1. Provides personal care to residents such as bathing, care of skin, hair, mouth, feet, nails, dressing, etc.
2. Provides food service such as serving and feeding residents as required, providing nourishment when indicated, and assisting with other mealtime activities such as heating prepared food, making tea, coffee, and toast.
3. Performs transfers of residents to and from bed, toilet, tub, using correct lifting and transfer techniques as indicated utilizing mechanical aids when appropriate. Transports residents by wheelchair, stretcher or walking.

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

4. Appropriately uses and applies comfort and safety measures such as bed cradles, foot boards, and bags, air foam cushions, bed rails, restraints.
5. Provides for elimination needs as directed; measures and records fluid intake and output; collects and labels routine specimens; initiates bowel intervention.
6. Weighs residents, takes temperature, pulse and respiration, and reports appropriately.
7. Provides passive exercises in conjunction with activities of daily living, as directed. Encourages and assists in active exercise to ensure rehabilitation and/or maintenance of optimal functional levels.
8. In collaboration with the household team, promotes resident's recreational and social activities by listening to and/or observing residents wishes about how they want to spend their day, assisting the resident to achieve what they want to do, retrieving any related equipment/supply to assist the resident in their desired endeavours (e.g., cleaning supplies, cooking or baking items, adaptive equipment, etc.). Provides the necessary support to assist the resident in participating in recreational and social activities for as long as the resident wants and needs.
9. Maintains a clean, well-organized, safe environment for residents and staff by assisting with light housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and washing, drying, folding, and delivering laundry.
10. Assesses need to initiate appropriate action in emergency situations such as fire, falls, respiratory obstruction, loss of consciousness. Summons appropriate assistance and emergency equipment.
11. Documents observations regarding household activities and care and reports to the Nurse any physical, social or mental changes in the residents. Assists in modification of care plans.
12. In accordance with policy, handles residents' personal belongings such as hearing aids, dentures, wheelchairs, walkers, etc. with care and respect.
13. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

##### **Education, Training and Experience:**

Grade 10, plus graduation from a recognized Health Care Assistant Program or an equivalent combination of education, training and experience. Registration with the BC Care Aide & Community Health Worker Registry.

##### **Skills and Abilities:**

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

**This posting will remain open until successfully filled. All Internal applications received by 08:30am April 2, 2024 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: March 26, 2024