

## PERSONAL CARE AID - CASUAL

Type of Position: Casual

Closing date: June 24, 2022

### About the Position

The Personal Care Aide works with the other members of the Health team to provide care to Elders, disabled, and other individuals so they may continue to live in their homes. The care includes activities associated with home management, personal care, and general support provided in a manner that fosters empowerment and respects the client's right to independence.

This position is part of a pool of positions to cover absences and provide additional coverage as needed. It is a casual position that will involve a few days of paid training, followed by occasional work hours, none of which are guaranteed.

### Duties and Responsibilities

#### Individualized Home Care

- Provide personal care to clients, such as assisting with bathing, care of skin and hair, feeding, transfers, assisting with toilet needs, and bathing. Participate in prescribed exercise and mobilization routines as required.
- Monitor blood pressure, vital signs, blood glucose, and other physical conditions as required.
- Perform delegated tasks as directed and for which specific training has been completed, such as medication administration, catheter care, and application of dressings.
- Provide reminders of appointments (e.g. doctor, lab, physio) and assist with transportation to appointments and activities when possible, such as exercises; physio, and other medical plans.
- Deliver medication to elderly or disabled patients.
- Provide basic information to clients relating to daily living, meal planning, and special diet advice.
- Assist with feeding where required.
- Ensure a safe and healthy working environment by observing routine precautions and infection control procedures.
- Monitor the general well-being of clients, and their caregivers or family and report any concerns to the supervisor.
- When providing medical care, occasionally conduct light housekeeping (bed making, cleaning, meal preparation), and personal hygiene.

#### Case Management

- Identify persons requiring Home Care and client needs.
- Coordinate appropriate care and equipment including other community resources as required.
- Support doctors when they come into the Health Centre, serving as a medical office assistant.
- Provide information to other health care professionals as required.
- Complete mandatory documentation on client charts in an accurate and timely manner.

#### Community Resources and Supports

- Encourage and educate clients and families to be involved in the community health care programs.

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- Provide professional and friendly service. Liaise with all family, medical, and other resources as required
- Advocate on behalf of clients for additional service and resources

### Administration

- Complete time sheets accurately and in a timely matter.
- Participate in team meetings.
- Maintain detailed client records.
- Prepare reports, or consolidate data for the Community Nurse and Health Manager, as required.

### Knowledge, Skills, and Abilities

- Solid communication skills both written and verbal.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Knowledge of diabetes care, foot care, and first aid.
- Ability to organize, multitask, prioritize, and work under pressure with strong attention to detail.
- Knowledge of administrative and clerical procedures, including data entry.
- Knowledge of computers and relevant software applications, including Microsoft Office.
- Deliver services in an appropriate, caring, and respectful manner in compliance with all current legislation, policies, and procedures.

### Other Requirements

- Professional appearance.
- Must review and follow all Gitsegukla Policies and Procedures
- **Requirements:** to successfully and periodically undergo an appropriate criminal record review and police record check.
- Must have and maintain a valid BC driver's license.

## Experience and Education Requirements

- High school degree or equivalent.
- Must have Home Support Worker or Personal Care Aide Certification (or comparable certification).
- First Aid and CPR certification preferred.
- One-year PCA work experience preferred.

All interested applicants are encouraged to submit a cover letter and resume outlining the position for which you are applying and how you meet these qualifications to the c/o MNP at [gitseguklacao@mnp.ca](mailto:gitseguklacao@mnp.ca).

**Applications are assessed as they are received therefore early application is recommended.**

**Closing Date:** June 24, 2022

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.