



POSITION DESCRIPTION

Position Title: Home Care Attendant
Department: Home Care
Classification: Home Care Attendant
Union: CUPE Community Support
Approved by: Regional Lead – Community & Continuing Care
Date approved: May 15, 2018

REPORTING RELATIONSHIPS

Position reports to: Resource Coordinator – Home Care
Positions supervised: None

POSITION PURPOSE

The Home Care Attendant (HCA) functions as a member of the Home Care team and is responsible for the provision of personal care and home support services to an individual or group of home care clients as assigned. As identified by an established plan of care, the HCA provides paraprofessional services to assist frail, physically disabled, and/or mentally challenged clients of all ages to remain in their own homes as long as safely possible.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Supports/assists clients in Activities of Daily Living (ADL) as identified in the Client Care Plan promoting optimal independence and quality of life.
- Establishes an effective working relationship with client/family.
- Refrains from imposing own beliefs, values and life style on client and family.
- Demonstrates respect for client's feelings, need for confidentiality, privacy, routine, and lifestyle when providing care.

- Establishes and maintains professional boundaries with client and family.

Provides personal care to clients

- Assists/provides clients with personal care as identified in the Care Plan (ex: dressing assist, hygiene, bathing, shaving, mouth care, skin care, nail care, pericare and hair care).
- Assists with ambulation, transfer, and positioning, including the use of mobility aids, mechanical lifts, or other equipment demonstrating use of safe body mechanics as outlined in SCHIPP training.
- Ensures medication is taken and properly stored as directed in the Care Plan and taught in required education days and all other applicable training. Follows medication supervision procedures as applicable.
- Carries out specially authorized activities that require client specific delegated task training while adhering to all components of training. (i.e. eye drops, ear drops, application of topical ointments, etc.).
- Assists client in toileting, including the use of bedpans, urinals, and commodes ensuring privacy and positioning for safety and comfort.
- Assists with changing of incontinent pads when required.
- Assists with empty and changing urinary/ostomy drainage bags.
- Assists with application/removal of condom catheter.

Prevents the spread of communicable disease

- Follows communicable disease protocol for universal precautions for handling blood and body fluids.
- Demonstrates knowledge of communicable disease control in the performance of duties.
- Demonstrates knowledge of standards of safety and sanitations including guidelines for hand washing.
- Maintains a safe and sanitary environment.

Provides for nutritional intake

- Assists with meal planning and preparation according to the Care Plan.
- Practices safe food preparation and storage.
- Demonstrates knowledge and application of basic nutritional meal, special diets, and food preferences of clients.

Organizes tasks assigned on the Care Plan

- Prioritizes client's needs with assigned tasks.
- Completes work assignment in the time provided.

Maintains accountability

- Adheres to schedule as assigned.

- Provides only those services for which education/training and experience have prepared her/him and which he/she is competent; provides only those services which are authorized on the client's Care Plan.
- Consults Home Care Resource Coordinator for problem solving, clarification of assignment, and concerns of knowledge and /or skills deficit to identify training needs.
- Observes and reports significant changes of client to Home Care Resource Coordinator and/or Home Care Case Coordinator and/or client family as per established protocol.
- Maintains client confidentiality following The Personal Health Information Act (PHIA) and Freedom of Information and Protection of Privacy Act (FIPPA) legislation.
- Completes and submits timesheets and mileage reports within expected deadlines.
- Completes Occurrence Reports according to instructions within expected timelines.
- Communicates with co-workers involved to achieve the client centered goals as outlined in the Care Plan.

Demonstrates Appropriate Code of Conduct

- Demonstrates commitment and cooperation.
- Displays a professional image when reporting to work assignments; wears Southern Health-Santé Sud name tag at all times when providing care to clients.
- Demonstrates ability to work independently.
- Understands and works within the role of the Home Care Attendant.
- Accepts and complies with program policies and procedures.
- Follows "Ethics and Responsibilities" of Home Care Program and adheres to the Southern Health-Santé Sud Conflict of Interest Policy.

Education

- Participates in case conferences, staff/team meetings, and in-services as requested by the Home Care Resource Coordinator.
- Participates in orientation of new employees as requested by the Home Care Resource Coordinator.
- Identifies own learning needs and participates in goal setting to enhance work performance.
- Participates in and adheres to training related to SCHIPP program.
- Attends and participates in program and organizational education opportunities as required and appropriate.

Other

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
2. Meets expectations within position description.
3. Practice congruent with Southern Health-Santé Sud core values, strategic plan, policies/procedures and guidelines.

QUALIFICATIONS

Education/Certification:

- Grade twelve (12) education or equivalent
- Home Care Attendant Certificate or Health Care Aide Certificate with community component from a recognized post-secondary institute.

Knowledge required:

- Knowledge of Safe Food Handling

Experience required:

- Previous experience working with the elderly or disabled in a community setting is preferred
- Previous experience working in a home care program is an asset.

Skills/Competencies/Conditions of employment:

- Demonstrated ability to work independently and as a team member.
- Demonstrated ability to apply critical thinking skills.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate

- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Community Support Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.