JOB DESCRIPTION

| **Title** | HEALTH CARE AIDE |
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| **Reports To** | [Insert Title] |

**Job Purpose**

The Health Care Aide provides personal care and performs selected tasks, which are within their knowledge and skill, under the direction of their supervisor while adhering to [Organization Name]’s standards, policies, and procedures.

The successful Health Care Aide can work with limited supervision, keeping the patient's needs as the top priority. The function requires the incumbent to be compassionate, empathetic, and an excellent communicator.

**Key Responsibilities**

Key responsibilities include, but are not limited to the following:

* Adhering to the plan of care as determined by the supervisor;
* Observing and reporting on residents’ care utilizing appropriate [Organization Name]’s forms or tools;
* Occasionally assisting the resident with personal care and hygiene and activities of daily living;
* Observing and report on changes in residents’ conditions to supervisor;
* Escalating medical emergencies to supervisor or emergency medical services as appropriate;
* Demonstrating an understanding of resident needs and ways to maximize their abilities within the scope of their care plan;
* Providing cognitive, social, emotional, and psychological support to the residents and their families;
* Maintaining resident information as confidential;
* Responding to residents’ and their family’s concerns and ensuring appropriate action is taken within the scope of their decision making authority, and as needed, any concerns are communicated to the supervisor;
* Assisting in maintaining a safe, orderly, and hygienic environment;
* Observing and documenting any concerns regarding residents’ safety, including physical environment;
* Implementing interventions as directed by the supervisor and advocating on residents’ behalfs to ensure resident safety is maintained;
* Engaging with other agencies involved in resident care as directed;
* Attending in-services to develop knowledge and skills and staying up to date on best practice and services delivery;
* Working in a position of trust with vulnerable adults (residents);
* Upholding and promoting the organization's values and philosophy relating particularly to ethics, morality, and integrity as set out in [Organization Name]’s Code of Conduct; and
* Completing other related duties as assigned.

**Core Competencies**

* Strong written and oral communication skills;
* Excellent organizational and time management skills;
* Strong interpersonal and resident focus skills;
* Sound skills and knowledge of providing personal care duties;
* Passion to provide high quality service;
* Ability to show empathy, compassion, and respect to residents and staff;
* Safety-conscious;
* Excellent attention to detail.

**Key Qualifications**

* Post-secondary graduate of Health Care Aide program or certification;
* Previous experience working with a community health services/not for profit setting or with seniors is required;
* Current Basic Cardiac Life Support and First Aid certification;
* Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one;
* Knowledge, understanding, and empathy for the needs of seniors;
* Adherence to safety protocols.

 **Working Conditions**

* The standard work week for this position is XX hours/week.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required.
* Extended periods of sitting may be required.
* This position may require standing, walking, bending, kneeling, stooping and crouching.
* This position may require occasional lifting of products weighing up to XX pounds.
* Moderate exposure to bodily fluids and airborne diseases such as influenza, cold, etc.
* This position is subjected to high pressure due to work volume, and an overall fast-paced environment.
* Personal protective equipment must be worn at all times.