



Provincial Job Description

TITLE:
(022) Continuing Care Assistant

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides personal care and activities of daily living for clients/patients/residents to encourage optimum level of functioning. Supports clients/patients/residents in meeting their physical, emotional, psychological and spiritual needs.

QUALIFICATIONS:

- ◆ Continuing Care Assistant certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required
- ◆ Food Safe Certificate, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Direct Care and Monitoring of Clients / Patients / Residents

- ◆ Assists with activities of daily living as per care plan (e.g., nutrition, personal care and mobility).
- ◆ Provides input into the development of nursing care plans.
- ◆ Provides bathing and grooming services (e.g., hair care, shaves, nail care, make-up).
- ◆ Dresses and undresses clients/patients/residents.
- ◆ Provides oral care (e.g., brushing natural teeth or dentures).
- ◆ Provides bowel and bladder care (e.g., suppositories, enemas, catheters, ostomy bags).
- ◆ Transfers/lifts and repositioning of clients/patients/residents (e.g., to and from bed, chair, commode, bath chair) using various aids and lifts, following assessment.
- ◆ Assists clients/patients/residents with range-of-motion and personal exercise programs.
- ◆ Prepares meals (e.g., plans, prepares, serves and cleans up), where required by the job.
- ◆ Assists with treatments as per care plan (e.g., ointments and simple dressings).
- ◆ Monitors and ensures proper nutrition and hydration (e.g., assist/feed, cut meats, tube feeds).
- ◆ Observes, reports (written and/or shift) and records physical and psychological observations/changes in client/patient/resident condition (e.g., skin/scars/tattoos, condition of feet/nails, mobility, nutrition, vital signs and glucose levels).
- ◆ Promotes the social, spiritual, psychological and emotional well-being of clients/patients/ residents, monitors and reports to the care team changes in behaviour.
- ◆ Promotes good communication with clients/patients/residents and their support system.
- ◆ Provides medication assistance.
- ◆ Assists/porters/escorts clients/patients/residents to activities, appointments, outings (e.g., family visits, court appearances).
- ◆ Responds to patient call systems.
- ◆ Performs palliative and end-of-life care.
- ◆ Assists or provides pre-operative care.
- ◆ Assists with oxygen management.

B. Indirect Care

- ◆ Records and maintains information in clients'/patients'/residents' charts.
- ◆ Makes/changes bed linens, empties hamper, waste disposal and tidies room.
- ◆ Orders, maintains and distributes inventory for client/patient/resident usage (e.g., briefs, lotions, soaps, tissues).
- ◆ Records inventory items for billing purposes.
- ◆ Launders client/patient/resident items.
- ◆ Cleans and sanitizes all related equipment and surroundings (e.g., wheelchairs, I.V. poles, nebulizers, bed pans, nail clippers).
- ◆ Collects specimens (e.g., urine, stool and sputum) and transports to lab.

B. Indirect Care (cont'd)

- ◆ **Completes transfer/lift/repositioning and falls prevention assessments and posts appropriate logos.**
- ◆ **Responds to incidents that occur which may result in injury to persons (e.g., defuses violent or aggressive situations, restrains combative patients).**

C. Related Key Work Activities

- ◆ **Provides occasional guidance to the primary function of others.**
- ◆ **Disposes of contaminated items/waste and sharps.**
- ◆ **Cares for pets and plants.**
- ◆ **Sets up instrument trays and autoclaves.**
- ◆ **Answers phones and takes messages.**
- ◆ **Performs required checks on mechanical lifts and slings and related equipment.**
- ◆ **Notifies maintenance of required repairs to equipment.**
- ◆ **Participates in Quality Improvement programs.**
- ◆ **Communicates and participates in emergent situations (e.g., codes).**
- ◆ **Follows universal/standard precautions, infection prevention control and isolation techniques.**
- ◆ **Performs housekeeping duties.**
- ◆ **Performs security checks.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 16, 2023