



Provincial Job Description

TITLE:
(022) Home Care/Special Care Aide

PAY BAND:
11

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 and spiritual needs.

QUALIFICATIONS:

- ◆ Home Care/Special Care Aide certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills, where required by the job
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Valid drivers license, where required
- ◆ Food Safe training

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

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

- ◆ 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).
- ◆ Assists with treatments as per care plan (e.g., ointments and simple dressings).
- ◆ Monitors and assists with meals and nutritional needs (e.g., cuts meat, assists clients/patients/residents).
- ◆ Monitors and assists with proper hydration.
- ◆ Prepares meals (e.g., plans, prepares, serves and cleans up), where required.
- ◆ Assists with mobility and/or transfers of clients/patients/residents (e.g., to and from bed, chair, commode, bath chair) using various aids and lifts, following assessment.
- ◆ Observes and reports skin break down, condition of feet/nails, and overall condition.
- ◆ Monitors and reports vital signs and glucose levels, where required.
- ◆ Assists with daily living activities as per care plan (e.g., nutrition, personal care and mobility).
- ◆ Promotes the 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.
- ◆ Supports/assists clients/patients/residents in meeting their spiritual, emotional and social needs.
- ◆ Provides medication assistance as per protocol, where required.
- ◆ Files/maintains documentation (charts and notes) of clients/patients/residents (e.g., fluid intake/output, weight records, etc.).
- ◆ Informs care team of clients/patients/residents current status.

B. Indirect Care

- ◆ Makes/changes bed linens, empties hamper, cleans equipment and tidies room.
- ◆ Maintains inventory and distributes/documents client/patient/resident usage (e.g., briefs, lotions, soaps, tissues).
- ◆ Chart inventory items for charting records for billing purposes.
- ◆ Launders client/patient/resident items, where required.
- ◆ Cleans, sanitizes/disinfects and prepares for use areas and equipment (e.g., tubs, commodes, floors).
- ◆ Collects specimens (e.g., urine, stool and sputum) and transports to lab, where required.
- ◆ Completes transfer/lift/repositioning assessment and posts appropriate logos.
- ◆ Assists/porters clients/patients/residents to activities, appointments, outings, where required.
- ◆ Maintains asepsis of all related equipment and surroundings.

C. Cooperation and Coordination with Other Departments

- ◆ **Follows therapy guidelines for transfers and activities of daily living to meet specific client/patient/resident needs.**
- ◆ **Notifies the appropriate contact for required repairs.**
- ◆ **Participates in clients/patients/residents care plans and multi-disciplinary meetings.**

D. Related Key Work Activities

- ◆ **Provides occasional guidance to the primary function of others.**
- ◆ **Disposes of contaminated items/waste and sharps as per protocol.**
- ◆ **Cares for pets and plants, where required.**
- ◆ **Sets up instrument trays and autoclaves, where required.**
- ◆ **Answers phones and takes messages.**
- ◆ **Performs required checks on mechanical lifts and slings and related equipment, as per Transfer, Lift and Repositioning policy.**
- ◆ **Communicates and participates in emergent situations as per protocols (e.g., code blue, code white, death, fire, disaster).**
- ◆ **Follows universal/standard precautions, infection control and isolation techniques.**
- ◆ **Performs housekeeping duties, where required.**
- ◆ **Performs security checks, where required.**

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

<i>CUPE:</i>	<i>SEIU:</i>
_____	_____
_____	_____
<i>SGEU:</i>	<i>SAHO:</i>
_____	_____
_____	_____

Dated this day _____ of _____, 2004.

Date: September, 2006