

Health Care Aide Position Description

Key Purpose:

As a Health Care Aide (HCA) your primary responsibility is providing thoughtful and individualized resident end of life nursing care; and ensuring residents and their families are comfortable and cared for.

Reporting Relationship:

Reports to: Nurse Manager & Nursing Supervisor

Works collaboratively with: Licensed Practical Nurses (LPN), Physicians, Bereavement Support Services and Dietary staff

External Contacts: AHS Home Care team
Suppliers

Key Responsibility Areas:

1. Resident Nursing Care

- Works collaboratively with the LPN's and other members of the interdisciplinary team to provide resident care and safety as outlined in the resident care plan
- Perform all duties while understanding the responsibility for fitness to practice in terms of physical and mental health
- Perform various procedures, observe, monitor, report and document changes in physical, mental or emotional state to ensure optimal resident care and reports directly to the LPN
- Provide compassionate thoughtful care for residents
- Participate in the assessment of each resident and their care givers establishing and maintaining a treatment plan for each resident/family; and communicates status and plan of care with the team
- Provide feedback for resident care conferences including relevant information regarding treatments and procedures
- Demonstrates strong values of integrity, accountability and responsibility
- At times will be giving medications as outlined in our hospice policies.
- Possesses a high level of self-awareness and is a strong team player
- Demonstrates strong infection control practices

2. Administrative Responsibilities and Meetings

- Charts all relevant resident information as per Hospice policy and procedures.
- Identifies nursing supplies required and submits a request.
- Participates in required nursing staff meetings and general staff meetings

3. Education and Training

- Participates in required training including CPR, nursing in-services, back care, and other safety training
- Participates in educational sessions
- Participates in the orientation of new employees
- Participates in HCA student placement experience
- Participates in staff meetings, and staff development

4. Other related duties as required to perform

- Prepares food for residents when necessary that is safe and appropriate
- Assists in to help clean up in kitchen if necessary
- Clean resident room in preparation for new admission if housekeeping staff is not available to do so before new admission is scheduled to arrive
- Night shift routines for laundry

5. Education

- Personal Care Aide/Health Care Aide Certificate from recognized college or other accredited institution or certificate from other programs which include advance level components or RN or LPN diploma, whose license has lapsed and who chooses to work within the scope of a PCA/HCA is currently enrolled in the HCA provincial directory
- Palliative Care training/courses/ certification is an asset
- Current BLS (CPR)

6. Experience

- 1-3 years of directly related resident/patient care with preference in a palliative care setting

I acknowledge that I have received a copy of my job description.

Signature

Date

Print Name