



POSITION TITLE:	HEALTH CARE WORKER	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Resident Care Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION		CLASS CODE	
SUPERVISOR'S TITLE:	Care Coordinator	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	Nurse 5	PHONE NUMBER:	

PURPOSE OF POSITION

Reporting to the Care Coordinator and with the functional direction of the Lodge Nurse, this position carries out duties related to the day-to-day care and safety of the residents of Broadmead Care Society and motivates and stimulates residents to promote self care.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Carries out duties related to personal care of residents such as:**
 - washing residents; cleaning teeth and dentures; shampooing and caring for hair; shaving; giving foot care; dressing; and routing as necessary;
 - bathing residents, including cleaning incontinent residents;
 - assisting with the serving of meals and nourishments and assisting residents with eating, including a "total feed";
 - ensuring residents' clothing is labelled, cared for, and handled according to established procedures;
 - stripping and making beds and disposing of soiled linen according to established procedures.

- 2. Under functional direction of the Lodge Nurse, may be instructed to perform the following delegated nursing functions:**
 - applying creams and ointments;
 - measuring and recording food and fluid intake;
 - preparing residents for and assisting in giving enemas;
 - observing and recording elimination of bowel and bladder and administering suppositories;
 - refilling and adjusting flow rate of portable oxygen tanks;
 - changing oxygen supply from concentrator to tank and vice versa.

- 3. Participates in activities and programs to enhance the social, recreational, mental and physical functioning of residents by:**
 - promoting self-care;
 - enabling residents to have a choice and be at risk if he/she chooses;
 - maintaining a safe, respectful and homelike environment for residents;
 - preparing for group activities including readying equipment;
 - advising residents of and escorting residents to in-house functions, e.g. multi-purpose room activities;
 - participating in a variety of functions and activities on a one-to-one or group basis;
 - explaining activities to residents and assisting residents in participation;
 - encouraging social relationships that are therapeutic for residents;
 - carrying out physiotherapeutic procedures as directed, such as assisting residents to walk with aids or to utilize wheelchairs, assisting residents on parallel bars, carrying out active and passive exercises, applying support hose, etc.;
 - assisting residents in and out of transportation vehicles and acting as escort on outings, including driving Society vehicles to transport residents;

- using validation and other orientation techniques to help impaired residents;
- observing, identifying and responding to inappropriate behaviour in a therapeutic manner and reporting and recording aggressive and violent episodes;
- counselling or advising residents about appropriate behaviour and when to acquire assistance from nurse;
- assisting residents in carrying out "activities of daily living".

4. Contributes to resident/client safety by:

- following resident/client safety-related policies, procedures and protocols
- demonstrating a proactive approach to resident/client safety by seeking opportunities to improve safety through questioning of current policies and processes
- identifying and reporting/correcting environmental conditions and/or situations that may put a resident/client at undue risk
- reporting potential or actual resident/client safety concerns, medical errors and/or near misses in a timely manner
- encouraging residents/clients and families to actively participate in care by asking questions and reporting treatment or situations that they don't understand or may "not seem right"

5. Carries out other duties, such as:

- supporting other team members and departments with resident programs;
- participating in committees and meetings to develop and improve total resident care;
- assisting in development of Resident Plan of Care using Lodge conceptual model;
- following directives in the Kardex Bedside Plan and Health Care Record and updating Bedside Care Plans as required;
- sharing and recording clinical observations and findings at Team Report and Team Conferences in the Health Record;
- acting as team communicator as assigned, including reporting and recording pertinent information for the designated work group;
- ensuring residents' safety at all times including safeguarding against resident wanderings and searching for, and returning wandering residents to the facility;
- assisting in the orientation of new staff, sharing knowledge with peers, and providing constructive peer advice when required;
- attending and participating in in-services and other educational opportunities.

6. Performs other related duties.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	
Supervises staff through subordinate supervisors	0	

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE: September 20, 2009	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE:

ORGANIZATION CHART**STAFFING CRITERIA**

Secondary school graduation or equivalent; completion of appropriate formal courses in resident care required; preferably one year's experience in a similar facility; Food Safe Certification; patience, good judgement, tact, reliability, some record keeping ability, good observational skills, physical ability to perform the duties; ability to establish good relationships with residents, relatives, staff and the general public; ability to participate in a team approach to health care.