



**POSITION DESCRIPTION**  
**HEALTH CARE WORKER**  
 Broadmead Care Society

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

**PURPOSE OF POSITION**

Reporting to the Team Leader or Care Coordinator and with the functional direction of the Lodge or House Nurse, this position carries out duties related to the day-to-day care and safety of the clients/residents of Broadmead Care Society.

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

- 1. Carries out duties related to the safe personal care of residents such as:**
  - washing residents; cleaning teeth and dentures; shampooing and caring for hair; shaving; giving foot care; dressing; and toileting as necessary;
  - bathing residents, including cleaning incontinent residents;
  - assisting with the serving of meals and nourishments and assisting residents with eating;
  - 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 or House 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 and assisting residents in carrying out activities of daily living;
  - enabling clients/residents to make choices;
  - maintaining a safe, respectful and homelike environment;
  - preparing for group activities including readying equipment;
  - advising and escorting clients/residents to in-house functions and activities;
  - participating in activities on a one-to-one or group basis;
  - explaining and assisting clients/residents to participate in activities;
  - encouraging positive social relationships for clients/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;
  - using validation and other orientation techniques to help cognitively impaired residents;
  - observing, identifying and responding to altered behaviour in a therapeutic manner, reporting and recording

aggressive and violent episodes, and assisting with identification of non-pharmacological interventions for managing altered behaviors.

**4. Contributes to resident/client safety by:**

- following BCS policies, procedures and protocols
- demonstrating a proactive approach to client/resident safety by identifying, reporting and correcting environmental conditions and/or situations that may put a client/resident at undue risk;
- reporting potential or actual resident/client safety concerns and incidents, errors and/or near misses by completing required documentation such as an Incident Report Form 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"
- successfully completing/reviewing safety related training, education and communication.

**5. Carries out other duties, such as:**

- supporting other team members and departments;
- participating in committees and meetings to develop and improve client/resident care;
- following directives in the Personal Care Plan and assisting with updating Personal Care Plans as required;
- sharing and recording clinical observations and findings in PointClick Care and at Team Report and Team Conferences for clients/residents in the designated work assignment;
- reporting pertinent information regarding client/resident care, condition and well-being in the designated work assignment to the Nurse during and at end of shift;
- 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 feedback 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: Marlene Eisler	DATE: September 20, 2009	
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that:		
<ol style="list-style-type: none"> <li>1. the accountabilities / deliverables were assigned to this position effective:</li> <li>2. the information in this position description reflects the actual work performed.</li> <li>3. a copy has / will be provided to the incumbent(s).</li> </ol>		
NAME: Fiona Sudbury	SIGNATURE:	DATE: August 2012

## **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.