



## **Personal Support Worker / Resident Care Attendant**

**Reports to: Director Of Care**

### **Qualifications**

- 1) Personal Support Worker Program (or equivalent) Certificate
- 2) Knowledge of general nursing process and diagnosis
- 3) Experience in geriatrics an asset
- 4) Current Certification in CPR and First Aid required
- 5) Clear Vulnerable Persons Screening dated within past ten months required at interview
- 6) Clear TB skin test results dated within 14 days prior to employment start date
- 7) Excellent command of the English language, both written and oral
- 8) Good communication skills
- 9) Familiar with ORCA's "Commitment to Residents" and "Code of Ethics"
- 10) Willingness to keep current their knowledge of changing regulations, practices and procedures and to participate fully in all mandatory training sessions

### **Duties**

- 1) Resident Care Attendants take instruction from the Nurse on Duty and report to the Director of Care
- 2) Assess resident's condition by recognizing signs and symptoms and reporting changes to the Nurse on duty
- 3) Provide assistance with activities of daily living care, in accordance with established policies, physician orders and nursing standards
- 4) Provide care and comfort to all residents
- 5) Answer call bells and assist residents as necessary
- 6) Assist the Nurse on Duty as time and abilities permit
- 7) Encourage and assist residents in attending activities and events

- 8) Work closely with other departments, including Housekeeping, Food Services and Activities
- 9) Participate in staff development, safety quality assurance, environmental and infection control programs, Fire Safety and Mock Disaster procedures
- 10) Complete daily, weekly and monthly duties and reports as per procedures
- 11) Complete all nursing documentation in accordance with standards
- 12) Assist residents with personal hygiene and bathing as per schedule
- 13) Adhere to all established policies and procedures
- 14) Report all accidents or incidents involving residents, families, visitors, equipment, premises and/or personnel to the Director of Care or Administrator, as appropriate
- 15) Assist with monthly blood pressures, temperatures and weights, as assigned
- 16) Assist residents with ambulation where necessary
- 17) Provide extra assistance to residents with severe mobility or vision impairment
- 18) Provide emergency first aid / nursing care until appropriate medical care is available
- 19) Assist with admission, transfer and/or discharge of residents as needed
- 20) Assist with serving meals and beverages and clearing of tables in the dining room
- 21) At all times, remain courteous with staff, residents, family members and visitors
- 22) Provide information regarding the facility to potential residents and gather contact information for follow up and appointment booking
- 23) Other duties as assigned by the Director of Care

Unlicensed health care workers may administer certain medications, provided they are trained and meet the requirements of our medication administration policy. If you are so qualified, you will also be responsible for:

1. the administration of medications and treatments as ordered by residents' physicians within your limitations as set by the College of Nurses;
2. Maintaining the MARS sheet
3. the safekeeping of drug and narcotic keys