**Job Title:** Health Care Aide  
**Department/Group:** Health & Social  
**Location:** 1420 Hwy 3 Cawston  
**Salary Range:** $21-$24 DOE  
**Travel Required:** Yes  
**Position Type:** Full Time  
**Date posted:** May 27, 2024

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**Job Description**

**Health Care Aide**

**PROGRAM**  
The Health/Social Department, in collaboration with the LSIB and broader community, is responsible for increasing the capacity and sustainability of the Department and enhance engagement/ownership of the health of the Smalqmix people. The Department develops and implements health programs that incorporate the traditions, values and strengths of the Smalqmix people.

**PURPOSE OF THE POSITION**  
To provide home support services to individual clients based on ensuring the dignity, respect and freedom of choice of individual lifestyle. This position works with the community members in their home and assists with and promotes optimum level of skills and activities for daily living and quality of life.

**SUPERVISION RECEIVED**  
The Care Aide operates under the direct supervision of the Health/Social Team Lead and under the guidance and direction of the Nurse for day to day activities.

**SUPERVISION EXERCISED**  
The Care Aide Operates does not supervise employees.

**DUTIES AND RESPONSIBILITIES**

- Meets client’s needs within a written care plan developed by the program assessors.
- Provides personal care and assistance with daily living such as bathing, dressing, toileting, shopping, meal preparation and facilitating community access and socialization;
- Maintains awareness of client’s abilities, diet, diagnosis, personal leisure interests and special needs; (e.g. Oxygen therapy, code status, medications in emergencies);
- Performs delegated tasks and treatments under the direction of a therapist or nurse, such as therapeutic exercises, application of eye drops or topical ointments, oral suctioning, administration of oxygen, foot care;
- Communicates changes in client status and/or progress to the interdisciplinary care team, and participates in development of individualized client care plans;
- Performs regular safety monitoring, basic maintenance and cleaning equipment and reports concerns to the Nurse;
- Provides light housekeeping duties to maintain a safe and sanitary environment such as cleaning bathroom, vacuuming and washing floors;
- Provides in-home companionship;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Attends departmental meetings and events as required;
- Participates in relevant training and workshops identified by the Team Lead to enhance
program services;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with clients, families and co-workers by assisting in the resolution of issues and complaints and refers them to the Team Lead when required;
- Presents a professional, positive and helpful attitude at all times when interacting with clients, families and co-workers;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Conducts other relevant duties as instructed and assessed by the Health/Social Manager;
- Carries out other duties essential to the position as directed by the Team Lead

FINANCIAL RESPONSIBILITY
The Care Aide does not have financial responsibility.

EDUCATION AND EXPERIENCE
- Personal Care Aid Certificate or Diploma, and
- Minimum of 1 year experience in the home support/personal care field;
- Experience working with elders or disabled persons an asset;
- Criminal record check required including vulnerable sector;
- Valid standard first aid and CPR certificate;
- Class 5 driver’s license and reliable vehicle plus a clean driver’s abstract is required;

KNOWLEDGE, SKILLS AND ABILITIES
- Thorough knowledge of the operation and cleaning of medical equipment used by clients;
- Working knowledge of principles and practices of health care support;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing;
- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to following safe work procedures;
- Strong work ethic including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving

COMMITTEES
The Care Aide does not sit on committees.

OTHER FACTORS
Culture/Language
Respect for and working knowledge of the Syilx culture.

Personal Attributes
The Care Aide maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability.

WORKING CONDITIONS
Physical Demands
- Lifting (approximately 50 lbs);
- Climbing (stairs, etc.);
- Bending or stooping;
- Extended periods of standing or walking;
- Potential for conflict from clients, families, the public or Band members;
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings.

Tools/Equipment
• Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, telephones;
• Uses computer applications such as databases, electronic mail, spreadsheets, word processing;
• Operates medical equipment such as lifts, oxygen as necessary.

Time Management
Frequently encounters emergencies and potentially stressful situations.

COMPETENCIES
Core Competencies
Respect/Collaboration
Trust & Honesty/Building Trust
Compassion
Accountability/Taking Initiative

Health/Social Focused Competencies
Adaptability
Attitude and Commitment
Communication (Written and Oral)
Critical Thinking
Customer Service
Delivering Results (Productivity and Personal Growth)
Functional Knowledge and Skills
Networking and Relationship Building
Planning, Organizing and Coordinating
Resources and Fiscal Management
Teamwork and Co-operation

COMPETENCIES DEFINED

CORE COMPETENCIES
Respect/Collaboration
RESPECT: Treats all people with dignity, respect and fairness. Resolves interpersonal conflicts constructively. Shares time, energy and knowledge with others to ensure they can succeed. INCLUSIVENESS: Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust
HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely and appropriately. COMMITED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

Compassion Genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others

Accountability/Taking Initiative Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

HEALTH/SOCIAL FOCUSED COMPETENCIES
Adaptability Adapts and responds to changing conditions, priorities, technologies, and requirements. Recognizes new information and ideas with a willingness to alter opinions and behaviors. Applies versatility, reasoning, innovativeness in the face of change. Able to collaborate comfortably in a variety of situations and with diverse individuals.
**Attitude and Commitment** Displays a positive and professional attitude on a daily basis and when responding to a variety of workplace situations. Displays obligation and dedication to LSIB, clients and colleagues.

**Communication (Written and Oral)** Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.

**Critical Thinking** Analyses and interprets data and information gathered from observation, investigations, formal and informal communication, reports, legislation, and other sources in order to develop conclusions. Reflects on past experience, organizational practices, and processes in order to determine the correct course of action. Is able to analyze the internal and external environment in order to identify current and future opportunities, challenges, and risks.

**Customer Service** is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department’s services).

**Delivering Results (Productivity and Personal Growth)** Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

**Functional Knowledge and Skills** Demonstrates skills and knowledge relevant to one’s own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

**Networking and Relationship Building** Effectively builds constructive, friendly, professional relationships and networks of key contacts with clients and colleagues; maintains partnerships that can provide information, assistance, and support.

**Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization’s mandate.

**Resources and Fiscal Management** Uses resources such as human capital, supplies, products, materials, and other useable items effectively and with foresight to available and limited funds.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.