

Job Title:	Registered Care Aide	Job Category:	Health & Social
Department/Group:	Health & Social	Job Code/ Req#:	
Location:	1420 Hwy 3 Cawston B.C.	Travel Required:	N/A
Salary Range:	\$25.00 Per Hour	Position Type:	Full-time permanent
HR Contact:	Diane Wood	Date posted:	July 31, 2025
Will Train Applicant(s):	N/A	Posting Expires:	Until filled
Resumes & Cover Letter accepted by:			
E-mail: diane.wood@lsib.net Attention: Diane Wood		Mail: Lower Similkameen Indian Band Box 100 Keremeos, BC V0X 1N0 Attn: Diane Wood	

REGISTERED CARE AIDE
Lower Similkameen Indian Band

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 enhancing 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 lifestyles. This position works with the community members in their homes and assists with and promotes the 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 Manager or designate, 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 the development of individualized client care plans;
- Performs regular safety monitoring, basic maintenance, and cleaning of equipment and reports concerns to the Nurse;
- Provides light housekeeping duties to maintain a safe and sanitary environment, such as cleaning bathrooms, 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 Health/Social Manager or designate, 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 workplace; ensures that all established safety procedures are followed;
- Conducts other relevant duties as instructed and assessed by the Health/Social Manager or designate;
- Carries out other duties essential to the position as directed by the Health/Social Manager or designate

FINANCIAL RESPONSIBILITY

The Care Aide does not have financial responsibility.

EDUCATION AND EXPERIENCE

- Personal Care Aid Certificate or Diploma, and
- Minimum of 1 year of experience in the home support/personal care field;
- Experience working with elders or disabled persons is an asset;
- Criminal record check required, including vulnerable sector;
- Valid standard first aid and CPR certificate;
- Class 5 driver's license and a 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, and word processing;
- Operates medical equipment such as lifts and 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

Clerical Focused Competencies:

Planning, Organizing, and Coordinating

Conflict Management

Customer Service

Delivering Results (Productivity and Personal Growth) Functional

Knowledge and Skills

Teamwork and Co-operation Communication

(Written and Oral) Technology

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. It is consistent in word and actions. Tell the truth even when it is difficult. Share information accurately, completely, and appropriately.

COMMITTED: 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, and demonstrates real empathy with the joys and pains of others

Accountability/Taking Initiative: Responds appropriately on their 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.

CLERICAL FOCUSED COMPETENCIES

Planning, Organizing, and coordinating involves proactive 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.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Customer Service is the ability to anticipate and meet the needs of both internal and external customers. Delivering 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. Prioritize tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive 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. Stay aware of major developments in the discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

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

Communication (Written and Oral): Provides regular, consistent, and meaningful information. Listens carefully to others and ensures that the message is understood. Ensures important matters are shared with all appropriate parties. Communicates clearly and concisely. Use appropriate grammar,

pronunciation, and tone to enhance understanding. Demonstrates professionalism through body language, including eye contact and posture. Tailor communication style to the needs of the recipient.

Technology is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management, and privacy protection issues.

****LSIB would like to thank all applicants but only those who are shortlisted will be contacted****