



## Job Description

### IDENTIFICATION

<i>Position Number</i>		<i>Position Title</i>	
U-05-104, U-06-104, U-08-104, U-09-104, U-10-104, U-12-104, U-13-104, U-14-104, CA-1590		Long Term Care Aide	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>	
Long Term Care	Manager, Continuing Care	Woodland Manor (WLM) And WLM Expansion	

### PURPOSE OF THE POSITION

The Long Term Care Aide (LTCA) is a member of the client care team, who provide personalized care for residents by assisting with activities of daily living (ADL) ensuring safety and comfort, maintaining hygiene and by treating all residents with respect and compassion. The incumbent acts as a resident advocate and facilitates communication between the resident, family and other health care professionals to meet their physical, psychosocial, spiritual, cultural and educational needs.

### SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, and Supportive Living Services. The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling,

Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

This position provides services to the Long Term Care Department which includes 23 Long Term Care beds and 2 respite beds at Woodland Manor. Under the direction of the Manager of Continuing Care and/or the Resident Care Coordinator (RCC) /Licensed Practical Nurse (LPN), the incumbent provides basic care to the residents in the Long Term Care programs. These services include geriatric, palliative, respite or convalescence. The delivery of services has a direct impact on the quality of life and satisfaction for the residents and their families.

## **RESPONSIBILITIES**

- 1. Under the direction of the and/or the RCC/LPN and/or Manager of Continuing Care the LTCA provides basic care to residents and their families in accordance with HRHSSA policies and procedures, to aid in the residents' recovery, to achieve their maximum independence, provide a secure, comfortable home-like environment and support the resident in a peaceful death.**

### ***Main Activities:***

- Assist residents in Activities of Daily Living(bathing, dressing, oral care, grooming, skin care, eating, mobilization, toileting);
- Assist residents with physical and occupational activities that include bed transfers, moving and positioning, walking and supervise range of motion exercises as directed by rehabilitation department;
- Maintain a safe, clean and orderly environment for residents;
- Assure adequate supplies are assembled in designated areas;
- Engage residents in recreational activities as appropriate;
- Respect the resident's individuality as a person and with cultural differences.

- 2. Under the direction of the Manager of Continuing Care and/or RCC/LPN the LTCA will provide nursing care to residents to enhance the recovery period and to support the end of life in accordance with HRHSSA policies and procedures.**

### ***Main Activities:***

- Report significant changes in resident condition to the RCC/LPN;
- Perform and record resident's vital signs. Report any changes to the LPN and or RCC;
- Accompany residents requiring services at other facilities, as needed;
- Apply routine splints and orthotic devices;
- Basic colostomy and catheter care;
- Administering feeds via nasogastric or gastrostomy tube via feeding pump;
- Collect and label specimens

3. **The LTCA maintains resident records in accordance with the policies and procedures to ensure that the residents' current health status is communicated to the health care team.**

***Main Activities:***

- Respect the confidentiality of residents and thus contributing to residents' own privacy;
- Participates in planning care for individual residents;
- Participates in team conferences;
- Daily resident charting;
- Completion of incident reports as needed;
- Report any problems or hazards to the Manager and/or RCC;
- Participates in planning and delivery of activity programs in collaboration with the Recreation Department staff.

4. **The LTCA performs other general duties to ensure effective operation of activities in the LTC Service areas.**

***Main Activities:***

- Participates in staff development and committees;
- Assistance with meal services ( preparation of snacks, serving, feeding, and post-meal clean-up);
- Laundering of personal clothing of the residents;
- Light housekeeping duties including bed making/changing, emptying trash, cleanup of minor spills, and general tidying of resident rooms;
- Other related duties as assigned.

**POSITION ROLE IN CLIENT & STAFF SAFETY:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and

- Participating in safety initiatives.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Good organizational and time management skills;
- Good communication skills both written and oral;
- Demonstrated interest in working with elders;
- Ability to work independently and as part of a team;
- Good physical and mental health;
- Dependable
- Patient, understanding, compassionate and non-judgmental;
- Ability to use tact and judgement in dealing with difficult situations;
- Initiative to seek advice and guidance from supervisor and more skilled staff;
- Class 5 driver's license;
- Ability to communicate effectively to people in cross-cultural setting.

This level of knowledge is normally acquired through completion on Grade 12 and training as a Long Term Care Aide, Resident Care Aide or Personal Attendant. A combination of education and work experience may be considered. CPR, Handwashing, Back Injury Prevention Program and WHMIS certification are required with annual recertification. Occupational Health and Safety Training, Fire Training required when offered. Supportive Pathways Education and Non Violent Crisis Intervention training is required, when available. Previous experience as a Long Term Care Aide or Personal Care Aide is desirable. First Aid Certificate is desirable.

## **WORKING CONDITIONS**

### **Physical Demands**

The LTCA is required to bend, lift, pull, push and stand for long periods. Transferring residents in and out of beds to wheelchairs, tubs, etc. and standing for long periods feeding or delivering patient care. All of these activities are done in moderate intensity for the length of his/her shifts. These activities can lead to back, neck and extremity strain and injury.

The LTCA is required to work in limited and restrictive space like the resident's washroom. This awkward bending or twisting promotes poor body mechanics and can lead to injury.

### **Environmental Conditions**

Exposure to human waste.

The LTCA is at risk for injury while transporting residents (confused, or cognitively impaired) and can be exposed to volatile situations as a front-line worker.

**Sensory Demands**

All senses must be acutely aware in observing residents and their environment.

**Mental Demands**

The environment is dynamic and constantly changing. Therefore, the incumbent has no control over their work pace.

A constant disruption of work schedules, create mental and/or emotional fatigue.

The incumbent could be subjected to physical and/or verbal abuse.

Being exposed daily to emotionally disturbing experiences and at times a turnover of staff can lead to mental and/or emotional fatigue and stress.

Being exposed to death/dying and other unpredictable situations.

Family members can be demanding and lack understanding of the limits to care in a facility, causing stress for incumbents - occasionally - some control.

# CERTIFICATION

**Position Number:**

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Director/Chief Executive Officer Signature                      Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

May 26, 2004 – editorial changes only  
Updated August 2005  
December 29, 2006 – editorial changes only  
March 2010 updated  
May 25<sup>th</sup>, 2010 reporting  
Oct.2010 reports to  
Dec.2010 position U-05-104 added back in  
May 2011 – editorial changes only  
August 2011 – Scope  
May 2012 – editorial wording of qualification  
July 2013-education requirement  
May 2016—editorial changes  
Nov 2018 – scope, logo, editorial changes