



NIAGARA INA GRAFTON GAGE VILLAGE

LONG TERM CARE SERVICES MANUAL

SECTION: Organization	NUMBER: LTC-02-02-03
SUBJECT: Position Description – Health Care Aide/Personal Support Worker	PAGE 1 OF 3
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1.0 POSITION TITLE

Health Care Aide (HCA) or Personal Support Worker (PSW)

2.0 RESPONSIBLE TO

Director of Resident Care (DRC)

3.0 POSITION SUMMARY

Under the supervision of the Registered Nursing staff, the HCA/PSW shall be responsible for assisting residents in all aspects of daily living, to ensure his/her physical, psychological, and social needs are met, and that the comfort/safety of the residents are maintained. Level of care or assistance will vary with each resident. These duties and responsibilities shall be conducted in accordance with policies and procedures of the facility always respecting residents' rights.

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Reporting through the Registered Nursing staff on the assigned floor, the HCA/PSW shall:

- .1 Assist with the bathing, dressing, grooming, toileting, and feeding requirements of residents.
- .2 Be responsible for cleaning up bodily fluids such as urine, feces, sputum, emesis, etc. using the appropriate personal protective equipment. Housekeeping/custodial staff shall be responsible for washing floors/carpets once bodily fluids have been cleaned up.
- .3 Administer designated treatments under the direction of Registered Nursing staff.
- .4 Transport residents to/from meals and activities, as appropriate.
- .5 Make beds.
- .6 Maintain tidiness in residents' rooms.
- .7 Transfer residents using a mechanized lift/sit-to-stand transfer aid, as required.
- .8 Share responsibility for the care of facility equipment and personal belongings of the residents.
- .9 Document care given to residents, as required.

REVIEWED: _____

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- .10 Observe and report changes, in resident condition, to the Registered Nursing staff.
- .11 Contribute to resident Care Plans, as required.
- .12 Participate in Resident Care Conferences, as required.
- .13 Encourage resident participation/involvement in activities that foster resident self worth.
- .14 Adhere to all policies and procedures pertaining to the operation of the facility in regard to: infection control; health and safety; personnel practices; internal and external emergencies; residents' rights; and confidentiality.
- .15 Work in a safe manner by: promptly reporting accidents/illness; seeking out first aid when appropriate; cooperating in health care treatment; cooperating in all aspects of the facility's modified work program; reporting all unsafe/unhealthy conditions.
- .16 Participate in staff meetings, committees, and in-service education designated by the DRC.
- .17 Interact tactfully and courteously with residents, residents' families, visitors, and fellow staff members.
- .18 Respond to Nurse Call System calls, as required.
- .19 Follow job routines as developed by the DRC.
- .20 Perform additional duties, as required.

5.0 ENVIRONMENTAL FACTORS

- .1 Exposure to pets, plants, perfumes, cleaning agents, dust, etc.
- .2 Unpredictable resident behaviour.
- .3 Exposure to communicable diseases.
- .4 Emotional impact in dealing with residents with deteriorating health.

6.0 PHYSICAL DEMANDS

- .1 Constant (67-100% of shift): standing; walking.
- .2 Frequent (34-66% of shift): resident repositioning; pushing; pulling; neck motion; back motion; elbow motion; shoulder motion; gripping; twisting; bending/stooping; reaching forward.
- .3 Occasional (0-33% of shift): lifting inanimate object (up to 50 pounds); carrying; wrist motion; crouching; reaching above/below shoulder; reaching backward.

7.0 QUALIFICATIONS REQUIRED

- .1 Possess provincially recognized Health Care Aide or Personal Support Worker Certificate.

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- .2 Fluent in the English language, both written and verbal, allowing HCA/PSW to follow/carry out instructions independently.
- .3 Demonstrate excellent interpersonal skills.
- .4 Be able to physically perform the duties and responsibilities assigned.

8.0 QUALIFICATIONS DESIRED

- .1 Previous experience in working with the elderly.