

 <b>GEORGE DERBY CENTRE</b>	<b>Position:</b> <b>Resident Care Aide</b>		<b>Reporting To:</b> Director of Care
	<b>Department:</b> Direct Care	<b>Approved By:</b> Executive Director	<b>Review/Revision Date:</b> December 2019

**JOB SUMMARY:**

Under the direction of the Director of Care and/or the Care Coordinator, the Resident Care Aide (RCA) meets the needs of an assigned group of residents by following an individual care plan for each resident. The RCA participates as a member of the healthcare team and promotes the health, safety and quality of life for all residents.

**JOB DUTIES:**

1. Following established policies and procedures, and based on individual resident care plans, provides personal care to residents such as assisting with bathing, grooming, dressing, care of skin and hair, toileting and other activities of daily living. Assists residents with exercise and other related activities in support of their goals as set in their individual care plan.
2. Performs procedures such as taking temperature, pulse, respiration and weight; obtains specimens such as urine; applies prescribed ointments and treatments to intact skin; provides toilet retraining, foot soaks, back rubs and participates in ambulation and exercise programs. Assists the podiatrist and other visiting professionals during scheduled visits as assigned.
3. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures including emergency procedures.
4. Following residents care plans, assists residents to meet their nutritional needs by serving, feeding and offering nourishments, as appropriate. Observes and reports any change in the residents' ability to eat.
5. Assist in maintaining resident's skin integrity through proper body alignment and skin care.
6. Documents resident care according to established procedures and reports concerns, problems and/or changes to the Registered Nurse. Participates in resident care conferences and regularly provides input to the revision of individual care plans.
7. Lifts, transfers, porters and ambulates residents by utilizing wheelchairs, supportive walking and mechanical lifts according to established procedures.
8. Responds to call bells to assist the resident or refer the request to the appropriate team member; ensures that the call bell is within the resident's reach.

9. Assists with the admission, orientation, transfer and discharge of residents by packing and unpacking belongings and by completing the resident and family orientation checklist.
10. Maintains the tidiness of resident rooms, including bed making. Cleans equipment used by residents such as bedpans, wheelchairs, and oxygen equipment as required.
11. Reports hazards, unusual occurrences, accidents and unsafe situations to immediate supervisor or designate. Maintains work areas in a safe, tidy and clean condition.
12. Answers telephones and relays messages according to established procedures.
13. Performs other related duties as assigned.

**SAFETY RESPONSIBILITIES:**

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
2. Reports all incidents and near misses. Reports are to be made in writing.
3. Report all concerns related to resident behaviours; even if no incident/injury occurs. Reports are to be made in writing.
4. Follow safe work procedures and act safely in the workplace at all times.
5. Actively participate in all training provided to you for your safety.

**QUALIFICATIONS:**

Education, Training and Experience

Grade 10 plus graduation from a recognized Resident Care Attendant program or an equivalent combination of education, training and experience.

Skills and Abilities

Ability to communicate effectively both verbally and in writing.

Ability to deal with others effectively.

Ability to organize work.

Ability to operate related equipment.

Physical ability to carry out the duties of the position.

EFFECTIVE DATE	Nov 01	BARGAINING UNIT:	HEU
REVIEW/REVISED:	July 06 / Nov 18	CLASSIFICATION:	Grid 22
		BENCHMARK:	15301

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