

VANCOUVER RESOURCE SOCIETY

JOB DESCRIPTION

DATE: JANUARY 2011 (Reviewed 2014,
Revised 2017)

DEPARTMENT:
- SPECIALIZED HOUSING
- SUPPORTED HOUSING

JOB TITLE: RESIDENTIAL CARE ATTENDANT

BENCHMARK: RESIDENT CARE AIDE
(GRID 8)

UNION: BCGEU

JOB SUMMARY:

Under the direction of the Site Supervisor, provides clients with nursing assistant care and personal care, and performs housekeeping duties in a residential setting. Assists clients with all activities of daily living including their physical, emotional/intellectual, social and spiritual and cultural needs and interests.

KEY DUTIES AND RESPONSIBILITIES:

1. Provides clients with nursing assistant care such as catheter care, enemas, suppositories, taking vital signs, applying non-sterile dressings and topical medications, diabetic urine and blood testing, obtaining routine urine and stool samples, and checking skin for ulcers, wounds, infections, and skin problems.
2. Provides input regarding clients needs, performance and progress. Provides emotional support and feedback to clients and their families.
3. Administers medication to clients and provides medication reminders, in accordance with established policy, as required.
4. Assists clients with activities of daily living such as feeding, lifts & transfers, bathing, skin care, oral hygiene, and toileting.
5. Porters and ambulates clients.
6. Supports clients experiencing cognitive and/or mental health challenges and/or responsive behaviours.
7. Observes and monitors clients and their environments, and reports unsafe conditions and behavioural, physical, and or cognitive changes to supervisor.
8. Performs housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, laundry.
9. Assists in booking and arranging appropriate transportation for clients and assists clients with cheque and letter writing as required. Purchases groceries, list to be compiled by clients and Residential Care Attendant as applicable and assists as required with financial record keeping of house and client finances.
10. Checks and restocks supplies such as personal care supplies, first aid supplies, and housekeeping supplies, and assists in taking inventory.
11. Completes and maintains related records and documentation such as client admission, transfer, and discharge forms, and other reports as directed by the policy and procedure manual.

12. Answers general inquiries by telephone and in person, and provides direction and routine information about programs and policies.
13. Accompanies clients on outings such as appointments, shopping, leisure activities, and meetings such as parent/teacher meeting.
14. Plans, prepares and serves meals with client preference in meal planning taken into consideration.
15. Assists and participates in activation, life skills, recreational, and/or social activities designed to meet the needs of clients (including arts and crafts, cooking, gardening, exercises and games). Adapts and modifies established activities to meet the needs of clients.
16. Attends staff meetings and in-service education, participates in care planning and other meetings as required.
17. Performs other related duties as requested or as directed by Site Supervisor and/or clients.

QUALIFICATIONS**EDUCATION AND EXPERIENCE:**

- Minimum Grade 10 or equivalent
- Care Aide Certificate certification.
- Minimum 1-year experience in the care of individuals with physical disabilities is required.

TRAINING:

Must possess training in the following areas:

- (a) Current B.C. Class 4 Driver's License
- (b) Current Standard First Aid Certificate or Emergency First Aid Certificate and C.P.R. Certification Level A.

Or an equivalent level of education, training and experience.

JOB SKILLS AND ABILITIES:

- Mental and physical ability to carry out the duties of the position.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to organize work with flexibility
- Ability to operate related equipment.

VANCOUVER RESOURCE SOCIETY

SUITE #310 – 2006 WEST 10th AVENUE, VANCOUVER, B.C. V6J 2B3 PHONE: (604)731-1020 FAX:(604)731-4003

APPLICATION FOR EMPLOYMENT

PROGRAM WORKER

RESIDENTIAL CARE ATTENDANT

NAME: _____ DATE: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE: _____ E-MAIL: _____ S.I.N. #: _____

HAVE YOU PREVIOUSLY APPLIED TO VANCOUVER RESOURCE SOCIETY _____ HEALTH CARE REGISTRATION # _____

PLEASE INDICATE THE SHIFTS YOU ARE AVAILABLE TO WORK:

MORNINGS _____ EVENINGS _____ NIGHTS _____ SATURDAYS _____ SUNDAYS _____

LIST ANY MEDICAL RESTRICTIONS YOU MAY HAVE WHICH WOULD INTERFERE WITH OUR JOB. (*Work may include transferring and lifting clients, bending, cleaning, standing for long periods of time and dealing with verbally and/or physically aggressive clients*) _____

DO YOU HAVE A HISTORY OF BACK INJURY? YES _____ NO _____ SPECIFY CONDITION _____

NOTE: OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON SUCCESSFUL COMPLETION OF A PRE OR POST-EMPLOYMENT MEDICAL (INCLUDING A T.B. TEST), SUBJECT TO THE EMPLOYER'S REQUIREMENTS AND AT THE APPLICANT'S EXPENSE, WHICH REVEALS NO MEDICAL IMPEDIMENTS TO THE PERFORMANCE OF DUTIES.

EDUCATION: (PLEASE PROVIDE DOCUMENTARY EVIDENCE OF CERTIFICATES OBTAINED)

HAVE YOU OBTAINED A GRADE 12 DIPLOMA? YES NO PLEASE LIST WHAT LEVEL AND SCHOOL BELOW

NAME OF INSTITUTION	COURSE OF STUDY	HIGHEST LEVEL OBTAINED	ATTENDED FROM/TO
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HIGH SCHOOL

COLLEGE/UNIVERSITY

OTHER

HAVE YOU HAD A PREVIOUS CLEAR CRIMINAL RECORD CHECK? YES NO

ARE YOU WILLING TO UNDERGO A CRIMINAL RECORDS CHECK PRESENTLY AND EVERY 3 AND 5 YEARS (PENDING PROGRAM)?
YES _____ NO _____

ARE YOU BONDABLE: YES _____ NO _____ LANGUAGES SPOKEN: _____

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY VANCOUVER RESOURCE SOCIETY? _____

DO YOU HAVE A CLASS 5 DRIVER'S LICENSE: YES NO DO YOU HAVE AN N OR L: _____

DO YOU HAVE A CLASS 4 DRIVER'S LICENSE: YES NO ARE YOU WILLING TO GET A CLASS 4 DRIVER'S LICENSE: _____

DO YOU HAVE AN EMERGENCY OR A STANDARD FIRST AID CERTIFICATE: _____ EXPIRY DATE: _____

LIST ANY FRIENDS/RELATIVES WORKING FOR US: _____

HAVE YOU RESIDED OUTSIDE CANADA FOR OVER 6 MONTHS IN THE PAST 5 YEARS? YES NO IF YES, WHERE _____

EMPLOYMENT RECORD (LIST PRESENT OR MOST RECENT EMPLOYER FIRST)

COMPANY NAME _____ SUPERVISOR: _____

ADDRESS: _____ PHONE: _____ E-MAIL: _____

POSITION HELD: _____ STARTED: _____ FINISHED: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

COMPANY NAME _____ SUPERVISOR: _____

ADDRESS: _____ PHONE: _____ E-MAIL: _____

POSITION HELD: _____ STARTED: _____ FINISHED: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

VOLUNTEER WORK AND OTHER RELATED EXPERIENCE:

ORGANIZATION: _____

FROM: _____ TO: _____ DUTIES: _____

ARE THERE ANY OTHER EXPERIENCE OR SKILLS WHICH YOU FEEL WOULD ESPECIALLY PREPARE YOU FOR THIS POSITION?

REFERENCES: (GIVE THE NAMES OF 2 EMPLOYERS AND 1 PERSONAL REFERENCE (PLEASE ENCLOSE REFERENCE LETTERS WITH APPLICATION), RECENT STUDENTS MAY USE TEACHERS AS BUSINESS REFERENCES).

NAME	OCCUPATION	YEARS KNOWN	TELEPHONE NUMBER / EMAIL
_____	_____	_____	_____
_____	_____	_____	_____

MAY WE CONTACT YOUR CURRENT/PREVIOUS EMPLOYERS? _____ YES _____ NO. IF YES PLEASE READ AND SIGN THE **REFERENCE AUTHORIZATION** BELOW.

THE UNDERSIGNED, HAVING APPLIED FOR A POSITION AT VANCOUVER RESOURCE SOCIETY FOR THE PHYSICALLY DISABLED DOES HEREBY AUTHORIZE YOU TO PROVIDE VANCOUVER RESOURCE SOCIETY WITH THE INFORMATION REQUESTED HEREIN. I SPECIFICALLY CONSENT TO DISCLOSURE IN ACCORDANCE WITH THE PROVISIONS OF ALL APPLICABLE FEDERAL/PROVINCIAL AND LOCAL LAWS.

NAME: _____ **SIGNATURE:** _____

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND CORRECT. SHOULD ANY STATEMENT BE PROVED INACCURATE, I UNDERSTAND THE EMPLOYER MAY CANCEL MY EMPLOYMENT.

APPLICANT'S SIGNATURE: _____ DATE: _____