



Mount St. Mary Hospital Position Description

POSITION TITLE:	Resident Care Aide	BARGAINING UNIT:	HEU
DEPARTMENT:	Resident Care	CLASSIFICATION TITLE(S) MATCHED TO:	Nursing Assistant 1 / Housekeeping Aide / Laundry Worker 1 (15301/11001/12001)
REPORTS TO:	Unit Leader	GRID LEVEL:	22 (Integrated)
EFFECTIVE DATE:	June 2024		

JOB SUMMARY

The Resident Care Aide adds to the quality of life of people who live at Mount Saint Mary Hospital by assisting residents with their activities of daily living, performing simple nursing procedures, and supporting their emotional, spiritual and social needs. Maintains an environment of resident-centered care by enabling resident choice, individualized care, and resident/family involvement in care decisions. Works collaboratively with the Resident Care Team and House Team to provide a service that meets Resident Care Standards.

JOB DUTIES AND RESPONSIBILITIES

1. Follows established resident care plans and provides for residents' daily care needs such as bathing, dressing, skin care, meal assistance, oral hygiene and toileting. Promotes resident comfort, privacy and choice by being gentle, explaining care steps to the resident and listening to the resident. Collaborates with Resident Care Team to individualize care as much as possible to promote a home-life environment.
2. Supports residents in maintaining mobility and assists with lifting and transferring by utilizing prescribed mechanical aids. Applies resident comfort and safety measures such as bed cradles, footboards, airfoam cushions, and bed rails.
3. Performs nursing procedures such as taking temperatures, pulse and respirations, weighing residents, administering suppositories and enemas, obtaining specimens such as urine, measuring and recording fluid intake and output, administering non-sterile dressings, applying ointments, creams, cold and warm compresses to closed areas.
4. Records observations and reports changes in residents' conditions to the Registered Nurse in accordance with established procedures/practice. Participates in Resident Review by reporting observable physical, emotional, spiritual and social factors, which might influence the resident's care plan.

5. Assists the residents to participate in therapeutic, recreational and social activities and other programs by preparing and transporting the residents in a timely manner. Accompanies residents on outings and during activity programs as required.
6. Performs duties such as making beds, assisting residents to organize personal belongings, and spot cleaning/wiping commodes, tubs and tub room floor to maintain safe and clean environment. Collects equipment to be cleaned and delivers to utility room.
7. Participates with orientation on the unit, by familiarizing residents and their families as well as new staff and volunteers with the layout of the unit and resident rooms. Assists with orientation of Resident Care Aides by acting as a “buddy”. Acts as a preceptor for Resident Care Aide students.
8. Requests and restocks supplies in areas such as tub rooms, linen storage areas, dining rooms, and resident personal areas. Stores equipment such as lifts, wheelchairs and linen carts in accordance with established procedures.
9. Loads linen into carts, transports and places laundry bags down the laundry chute and delivers personal clothing to house laundry room.
10. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate, to reduce/eliminate recognized safety risks and documents the incident/unusual occurrence following established procedures.
11. Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

Grade 10 plus graduation from a recognized Nursing Assistant 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.

APPROVED:



June 24, 2024

Director, Resident Care

Date



June 24, 2024

Director, Human Resources

Date