



## Health Care Aide - Inclusio

Various Hours

**Accessible Housing** opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

### Overview

The Health Care Aide will enhance the dignity and quality of life for each resident by supporting holistic wellness and an interdependent community. In collaboration with the Program Coordinator, the Health Care Aide would assist residents within Inclusio to maximize their independence. This position will provide support to individuals in areas of well-being, independence, and community connectedness.

### Duties and Responsibilities

#### Skills and Attributes:

Excellent interpersonal, organizational, problem solving abilities and excellent written and verbal communication. Able to accept responsibility, show good judgment and initiative, and work with minimum supervision. Able to maintain confidentiality with respect to the privacy of all residents and the agency.

#### Resident Support:

- Provide emotional and social support and guidance to all residents.
- Help residents maximize their independence through the building and by utilization of the accessible kitchen
- Assist residents with medication under his or her direction, following procedures outlined for the program
- Assist residents in all areas of daily living, transferring, bathing, washing, toileting, meal preparation/feeding, dressing and grooming; as per resident care procedures and directions provided by the resident in collaboration with Homecare
- HCA's will take part in planning and executing resident activities as needed
- Acts as an advocate and supports residents with extra tasks outside personal care, i.e. organizing bedroom closets, filing, etc.

#### Communication and Documentation:

- Notify Program Coordinator of all serious medical problems and follow correct documentation protocol. This includes completing an incident report, charting in the resident documentation record, and correctly following through on the resident care chart

- Document any relevant information and steps taken in the documentation record for each resident as per program procedures (case notes, documentation record, communication book, incident report, email, etc.)
- Use appropriate communication to document between staff and Program Coordinator (i.e. communication book or log book, digital lifestyles), as well as, to provide notifications about residents. For example, resident schedule changes
- Checks emails, case notes, and other appropriate documentation at least once every shift
- Participation in staff meetings, team building events and in-service training
- Case management documentation and recording of any necessary information pertaining to licensing/accreditation

### **Housekeeping:**

- Provides support to residents for personal laundry, making bed, changing linen as per schedules and when requested
- Perform light housekeeping, such as vacuuming, dusting, cleaning kitchen areas and bathrooms, laundry, washing windows, dishes, taking out the garbage
- Maintaining records for appropriate Accommodation Standards i.e. water temperature, fridge and freezer temperature, etc.

### **Qualifications**

- Health Care Aide certificate or related work experience
- Experience working in a residential program setting
- CPR/First Aid Certificate is required for this position
- Satisfactory Criminal and Vulnerable Sector Check (CPIC)
- Experience working with individuals with disabilities is an asset
- Excellent interpersonal, communication, and organizational skills
- Ability to work independently and be flexible with changing needs/priorities
- Knowledge of Microsoft Office programs
- Ability to adapt and work within a changing environment
- Valid Driver's License & Vehicle
- Strong team player

### **Working Conditions**

- The Health Care Aide works a flexible schedule that may involve days, evenings, overnight and, weekends
- Risks associated with working with "at risk" clients
- This is a Casual position

### **Physical Requirements**

- This position may require moving of furniture, and some light-moderate lifting, up to 50lbs
- Transferring of Clients

## Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Competition HCA Inclusio**. Applications can be sent to [resume@accessiblehousing.ca](mailto:resume@accessiblehousing.ca)

**Location 1129 – 23 Avenue NW, Calgary, AB T2M 4P5**

Only those selected for an interview will be contacted.

**Closing Date for Applications:** Until a suitable candidate is found.

*Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.*