



## Employment Opportunity

### Home Care Aid

#### **Position Summary**

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Under the direction of the Home Care Nurse and Health Director, provides clients with home management to promote maximum independences. Participates as a member of the Home and Community Care Program in the planning of client care.

#### **Accountability**

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The individual in this position will work under the supervision of the Ulkatcho First Nation, Health Director. The individual in this position will assume responsibility for decisions and consequences that have impact on clients and staff with the Ulkatcho First Nations Community. This individual will be responsible to handle all client information on a strict confidential basis and will be held accountable for any violation of confidential information

#### **Hours**

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This position is paid on an hourly basis with wages based on experience. Working hours are Monday to Friday from 8:30am to 4:30 pm

#### **Duties**

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- Enables patients to stay in their homes by monitoring and recording patient condition, providing support and personal services, and teaching families.
- Monitor's patient condition by observing physical and mental condition, intake and output, and exercise.
- Supports patients by providing housekeeping and laundry services, shopping for food and other household requirements, preparing and serving meals and snacks, and running errands.
- Assists patients by providing personal services, such as, bathing, dressing, and grooming.



- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Helps family members care for the patient by teaching appropriate ways to lift, turn, and reposition the patient.
- Advises on nutrition, cleanliness, and housekeeping.
- Records patient information by making entries in the patient journal and notifying nursing supervisor of changing or unusual conditions.
- Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, and following prescribed dietary requirements and nutrition standards.
- Completing documentation per health authority and reporting to home care department supervisor (Home-care RN)
- Protects the UFN health department by adhering to professional standards, home care policies and procedures under FNHA, federal, and/or provincial requirements.
- Enhances service reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.
- Perform other duties as assigned

## **Qualifications**

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### **Education & Experience**

- Creating a safe, effective environment
- Health promotion and maintenance
- Nursing skills or patient services
- Good communication skills
- Emotional control
- Ability to work in teams

### **Occupational Certification**

- Registered Home Care aid or the ability to be registered. Provide copy of certificate



*Ulkatcho*

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PHONE 250-742-3260  
FAX 250-742-3411

- Completed and signed Consent to a Criminal Record Check form
- Standard First Aid certificate
- CPR Level C (or equivalent) or CPR-HCP certificate issued within the last two years
- Up-to-date immunization record
- Food Safe Level 1 certificate
- Current Workplace Hazardous Materials Information System (WHMIS) certificate
- Criminal Record Check, including vulnerable sector check
- Valid Drivers License

## **Application Process**

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It is acknowledged that applicants for the position may not have all of the above-mentioned job requirements. The applicant must be willing to take the training as a condition of employment.

Closing Date: Open Until Filled

Submit applications with "Home Care Aid" in the subject line to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca) or hand deliver to the receptionist at the UFN Band Office.