**Job Description: Health Care Aide (HCA)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE:**

This position provides support services and basic nursing care to [patients/residents/clients].

**2.0 JOB SUMMARY:**

The **Health Care Aide** (**HCA)** is responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to [patients/residents/clients] under their care The HCA will work closely with [patients/residents/clients], families, and caregivers spanning the continuum of care in home, community or health care facilities while adhering to [Organization’s Name] policies, process, safe work practices and procedures.

**3.0. FUNCTION:**

As a HCA you play a key role in providing safe, quality person centered care while as part of a team while reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/ regulations/applicable standards].

**4.0 EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization and/or** **minimum timeframes if required such as:**

* Graduate of Health Care Aide program (or provincial equivalent certificate program with minimum 500 hours Alberta of theory & practicum)
* Registration with

**5.0 SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Current Basic Cardiac Life Support
* First Aid certification
* Experience working with seniors in the community health services setting
* Basic computer skills and knowledge of Microsoft office
* Strong written and oral communication skills or Ability to read, write and communicate in English
* Able to multitask, prioritize, and manage time efficiently.
* Ability to effectively work independently and within a team

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 50 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 100 lbs
	+ Standing for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Adhere to the care plan of [patient/resident/client].
* Engage and communicate with other agencies involved in [patient/resident/client] care as directed.
* Observe and report on [patient/resident/client] care/service utilizing appropriate [Organization Name] forms or tools.
* Assist and report on [patient/resident/client] personal care activities as well as any other needed activities of daily living.
* Assist with ambulation, mobilization, transferring and adaptive aids in accordance with organization’s policies and procedures.
* Observe and report on changes in [patient/resident/client] condition(s) to appropriate individual(s).
* Demonstrate understanding of [patient/resident/client] needs and maximize abilities.
* Provide cognitive, social, emotional, and psychological support to the [patient/resident/client], their family and caregivers.
* Respond to medical emergencies in accordance with organizational policies and procedures.
* Plan and prepare nutritious meals as required.
* Maintain [patient/resident/client] information confidentiality.
* Respond to resident/client/family concerns and ensure appropriate action taken within decision making authority and or concern communicated to supervisor.
* Assist in maintaining a safe and cleanly environment, including [patient/resident/client] equipment and belongings.
* Observe & report to the [Manger/Supervisor] any concerns regarding client's safety, including physical environment, implement interventions as directed by his/her supervisor & advocate on client's behalf to ensure client's safety is maintained.
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Aware of emergency response responsibilities and respond appropriately for role.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Use appropriate lifting and transfer techniques.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures.
* Maintain a clean and orderly work area.
* Refrain from or participate in workplace harassment and/or violence

**NOTE:** Additional Safety Responsibilities for **Supervisor Role**

The following responsibilities are to be included for if the HCA role is of a supervisory nature. Remember this is function not title

* Mentor team members and employees to fulfill Occupational Health and Safety responsibilities, standards and values.
* Communicate all health and safety information including but not limited to policies, procedures, standards, hazard control and safe work practices.
* Provide adequate training and supervision so that all team members can work safely.
* Consult with all employees including Health and Safety Committee members and Health and Safety Representatives on suggested implementations and proposed changes.
* Identify, assess and control hazards
* Treat reported injuries or illness promptly and document incidences as outlined in policy.
* Maintain and promote a safe working environment at all times.
* Monitor compliance with health and safety policies, procedures, and standards.
* Awareness of role and participating in any emergency response and/or drills. Know and understand organizational response plan, assisting in all safety demonstrations and fire drills.
* Ensure that no workers under their supervision are subjected to or participate in harassment or violence at the work site.

**9.0** **OCCUPATIONAL JOB HAZARDS**

**List the occupational job hazards (ensure that high hazards are included) for this role such as:**

* The frequent transporting of [patient/resident/client] requires lifting, pushing, pulling, bending or stretching which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains.
* The filling of oxygen tanks and exposure to these tanks may result in exposure to explosive agents.
* Transporting of carts, dollies, mobility aids, and objects of various sizes can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Frequent manual handling requires moderate to heavy lifting, pushing or pulling and other handling manoeuvres can increase forces on muscles and tendons contributing to musculoskeletal strain.
* Working with [patients/residents/clients] requires close and frequent contact resulting in exposure to bacteria, fungi, viruses and bodily fluid increasing risk of acquiring illness and/or infection.
* Regular standing and walking for lengths of time can increase forces on muscles and tendons contributing to fatigue.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness.
* Exposure electrical equipment, cords, and outlets can increase exposure to burns and electrical shock.
* Obstruction in the walkways and/or rooms including debris, cords, and binds can result in trips.
* Working in the community with [patients/residents/clients] and/or working alone may result in exposure to workplace violence and harassment.

**10.0. INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:**

* General Orientation
* WHIMIS
* [Organization’s Name] HCA orientation program; including # of supervised shifts
* Site Specific training