



POSTING (BCGEU)

JOB TITLE: Personal Care Attendant
STATUS: Permanent Full-Time
AREA OF WORK: Respite Care, 1025 Granville St Vancouver
HOURS OF WORK: 9:00am-5:00pm
DAYS OF WORK: Monday-Friday
GRID LEVEL: 12 - JEP Wage Grid

Job Summary

Working in and from the worksite, the **Personal Care Attendant** works under the direction of Management to provide assistance and support to residents in their living environment while encouraging independence, self responsibility, and healthy lifestyle choices. Performs routine cleaning, and service functions in resident rooms within Community Builders sites. Assists clients with room conditions and standards to maintain housing. Participates in activities to contribute to the upkeep and maintenance of building standards.

Functions & Responsibilities

Under direction of the Site Manager, it is the **Personal Care Attendant** responsibility to:

1. Assists residents with activities of daily living including personal hygiene such as bathing, dressing, assistance with personal equipment and appliances, transferring and toileting and assisting with personal hygiene when required.
2. Assists residents with home making services such as disinfecting residents' pods, sweeping, moping, dusting and cleaning washrooms as well as wiping down various appliances and accessories. Assists and supports residents in pod preparation for pest control treatment
3. Monitors residents by methods such as observing resident's health condition and environment including functional ability, living arrangement, and family supports, documenting behavioural, physical and cognitive changes in accordance with standard procedures or specific directions, and reporting significant and unsafe observations to delegate.
4. Collects and disposes of garbage and harm reductions supplies using proper safety precautions; performs spots clean-ups as required.
5. Assists in meeting the Nutritional needs of residents by ensuring that they are positioned and prepared for meal times, serving meals and nourishments, feeding clients who require assistance, monitoring the intake of food and fluids.
6. Maintains a safe environment for residents by performing duties such as checking operation of equipment to ensure safe working order, and reporting incident/equipment problems or general safety concerns to management.

7. Maintains an awareness of community resources and agencies and makes this information available to clients.
8. Perform regular cleaning tasks to ensure cleanliness of shelter, including but not limited to:
 - Cleaning washrooms and common hallway
 - Emptying garbages
 - Performing perimeter checks and picking up any garbage
9. Performs other related duties as assigned

Education, Training & Experience

1. A minimum of one (1) year post-secondary education from a recognized Care Aide Program or an equivalent.
2. One year of recent related work experience or an equivalent combination of education, training and experience
3. Certificates in Narcan Training, First Aid, WHMIS and NVCI
4. Successful Criminal record check
5. Registered Care Aide in BC

Skills & Abilities

1. Ability to work in a harm reduction environment which includes an observed consumption area, as well as familiarization with the principles of harm reduction.
2. Physical ability to carry out the duties of the position as well as operate related equipment.
3. Able to work independently with minimal supervision, exercise initiative and good judgment
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to organize and prioritize.
6. Ability to establish and maintain rapport with clients, staff and management and collateral service providers.
7. Home management skills.
8. Ability to analyze and resolve problems.
9. Conflict resolution and crisis intervention skills.
10. Ability to work in a low barrier housing environment with sensitivity to population group housing.
11. Ability to work in a low barrier housing environment with sensitivity to the population of shelter and supportive housing environments.
12. Ability to follow established policies and procedures

APPLY BY: January 25 , 2023 by 4pm

APPLY TO: hr@communitybuilders.ca

SUCCESSFUL APPLICANT: _____

INITIALS: _____ **Date:** _____

This position is open to all qualified individuals and requires membership in the Union. The successful applicant is not required to operate their own vehicle for performing the duties of the position.