

Home and Community Care Worker

(Could be split in two for personal care and homemaking; if so, homemaking activities noted with *)

Level 1 is home making eg light housekeeping duties

Level 2 is basic personal care and basic health services

Level 3 is advanced personal care with specialized health training

Job Summary

Reporting to the Program Supervisor (Nurse in Charge/Nurse Manager) and in collaboration with the local Home Care Coordinator, the Home and Community Care Worker assists clients in activities of personal care and household management according to an established client care plan, helping clients to maintain independence and functioning in their home environment

Duties and Responsibilities

- (1 2 3)Ensures that all client, family and program information, records and communication are treated with strict confidentiality
- (1 2 3) Carries out the client care plan by following the pre-determined task list
- (2, 3) Assists clients with activities of daily living according to the care plan and task list. These may include bathing, grooming, dressing, toileting, providing medication reminders, and ambulation including assistance with walking, climbing stairs and getting in and out of bed
- (2, 3) Dressing changes
- (2, 3) Monitoring medicines
- (2, 3) Wellness teaching – preventative
- (3) Family and client support
- (3) Early intervention
- (1,2,3) Client evaluation and progress reporting
- (2,3) Linking with health promotion, environmental health programs, mental health programs, dental programs, etc.
- (2,3) Part of assessment team
- (1,2,3) Making referrals
- (1,2,3) Involved in care planning
- (3) Rehab work
- (2, 3) Performs specialized tasks or activities of daily living following individualized, client-specific training. These may include special care for palliative, rehab and post acute clients
- *(1) Prepares nourishing meals and special diets as required
- *(2 3) Plans meals with the client and
- * (1) Does grocery shopping
- * (1) Performs light housekeeping duties

- * (1) Assists where the client may have difficulties, watering plants, feeding pets, etc
- ~~*Does light laundry, ironing and essential mending of clothing – should this stay in or out?~~
- (1 2 3) Records data appropriately, accurately, completely and in a timely way to ensure clear and accurate client and employee records
- (1 2 3) Observes the client's condition, needs and environment on an ongoing basis and reports changes to the local Home Care Coordinator and the Program Supervisor (Nurse in Charge/Nurse Manager)
- (1 2 3) Reports changes in planned hours of service to the Program Supervisor (Nurse in Charge/Nurse Manager) immediately

Knowledge, Skills and Qualifications

- (2,3) Current Health Care Aide, Community Living Worker, Home Support II, Home Support III or Personal Support Worker Certificate, or equivalent
- (1) Basic First Aid & CPR - preferred
- (2,3) Current CPR and First Aid Certificates
- (3) Specialized skills for complex clients and delegated duties
- (1,2,3) Working knowledge of household management skills
- (2,3) Working knowledge of aids to assist in activities of daily living such as canes, walkers, lifts, transfer boards, etc
- (1,2,3) Awareness and understanding of Nunavut Home and Community Care Program policies and procedures
- (1,2,3) Excellent interpersonal and communication skills
- (1,2,3) Language and interpretation skills (Inuktitut required)
- (2,3) Read and write in English
- (2,3) Computer skills an asset preferred
- (1,2,3) Two years of related experience an asset

Mental Effort and Ability

- Effectively deals with a variety of clients and families, including palliative
- Handles multiple demands
- Will be working with own family and friends at times
- Handles conflict and crisis situations
- Works independently in isolation from other staff
- Works within assigned time frames
- Effectively manages confidentiality issues in a small community

Physical Effort

- Moderate physical effort
- Lifting and bending in awkward positions

- Lifting up to 40 pounds

Special Working Conditions

- May be exposed to a variety of environmental working conditions and external hazards
- Required to work days, evenings, nights, weekends and statutory holidays, 24 hours a day
- Required to travel in the community