

Job Description

Windsor Elms Village is an Eden Registered Home with a resident-directed philosophy of care. It builds on a rich history and reflects our commitment to continue to evolve to meet the emerging needs of seniors in Nova Scotia. We will continue to embrace life, provide compassionate support and encourage meaningful relationships with residents, families, staff and the community. We are creating a home environment where all 108 residents can continue to grow and experience the fullness of life.

Details

Job Title	Continuing Care Assistant (CCA) / Care Assistant (CA)
Department	Resident Care
Reports to	Designated Resident Care Manager, Nurse, Director of Care
Direct Reports	n/a

Position Overview

Under the direction or supervision of the designated Resident Care Manager, the Continuing Care Assistant (CCA) / Care Assistant (CA) is responsible for creating a human habitat and providing care and services to meet the needs of the residents. The CCA/CA is committed to alleviating the three plagues of loneliness, helplessness, and boredom. This is based on the philosophy of Windsor Elms Village, the Eden Alternative™, our Guiding Principles, and the established policies and procedures of Windsor Elms Village. The CCA/CA works cooperatively and respectfully with residents, coworkers, families, visitors and volunteers to create a positive and pleasant environment in the home (a “habitat for living”).

Responsibilities

Personal care:

- Provide personal care according to care plan.
- Complete procedures that support personal care as required by Windsor Elms Village, and care tasks for which Windsor Elms Village certification has been received e.g. Application of medicated creams and ointments, bowel care, ostomy care, vitals etc.

- Treat residents with empathy, dignity, and respect at all times.
- Request and accommodate resident's individual choices whenever possible.
- Respect the spiritual and cultural beliefs and practices of the residents.
- Encourage and support residents to maintain or regain independence.
- Respond to resident requests as quickly as possible.
- Provide explanations to residents. Negotiate with residents when requests cannot be met.
- Encourage residents to take responsibility for the choices that they make.
- Support relationships that are central to the resident.
- Assist resident to have clothing laundered, and repaired as needed.
- Facilitate the maintenance of the resident's personal effects according to the wishes of the resident.
- Work to create a culture of safety for all.

Maintenance of the Neighborhood:

- Assist the resident to organize the physical environment according to the wishes and needs of the resident.
- Report shortages, breakage, and malfunctioning of equipment.
- Know and adhere to fire, emergency, and security policies and procedures.
- Implement infection control measures.

Food Service:

- Assist residents with meals and meal service.
- Support the resident in adhering to special diet requirements as required by the care plan.
- Serve meals to the residents with pleasure and appeal to all of the senses.
- Food and beverages should reflect the preferences of the residents with a few surprises thrown in for spontaneity.
- Spurred by appetite or interest, the residents are able to fix, request and enjoy foods of their choosing, just as we do in our own homes.
- Create a dining atmosphere that is welcoming, relaxed and relationship driver where everyone feels at home.
- Date & Label items as required.
- Cooking is a comforting and meaningful function that many of our residents have been doing for years, therefore look for opportunities to involve interested residents in your efforts related to housekeeping.
- In the absence of a Resident Support Assistant, prepare grocery order lists for Central Kitchen based on master stock list & put groceries away once delivered.

Leadership:

- Zone Fire Wardens as delegated by Licensed Nurses
- Attending and actively participating in daily huddles & weekly Neighborhood Meetings
- Act as a Mentor for new care partners/students

Communication:

- Maintain confidentiality of information about the resident and their family, etc.
- Keep the nurse informed of any change in resident condition through incidental and formal reports. Reports must be timely based on the type of change observed.

- Ask for guidance and consultation from other team members.
- Participate actively in care conferences for the residents.
- Accurately record care and observations on the clinical record of the resident

Continuous Improvement

- Participate on quality monitoring at Windsor Elms Village as required.
- Participate in activities leading to Licensing
- Completion of annual mandatory education.
- Attend and participate in education programs aimed at increasing personal knowledge and abilities of the caregiver, and those that also lead to the certification for special procedures at Windsor Elms Village, such as Ostomy care, Ear/Eye drops, etc.

Other duties

Other related duties as assigned.

Hours of Work

Windsor Elms Village is staffed 24 hours each day for seven days each week.
Individual's hours as per FTE of position held

Fulfilling this Care Partner Role

To ensure that candidates with the right education and skills are in this role, the People Operations Coordinator role at WEV has the following requirements:

- Nova Scotia CCA Certification or able to meet the requirements of the Entry to Practice Policy as issued by the Nova Scotia Department of Seniors & Long-Term Care with annual registration in the CCA registry.
- Ability to read, write, and speak English fluently, and understand verbal and written instructions.
- Good physical and mental health.
- Well-developed interpersonal communication skills
- Must be a strong team player with strong leadership skills.
- Previous long term care experience an asset
- Basic computer skills including Windows Operating System & Office Suite

Physical & Psychological demand of this role includes:

- Ability to stand for extended periods of time
- Ability to lift 35lbs
- Ability to handle challenging and unexpected behaviours by residents and complex family dynamics. Mental demands may also be felt from emotions that can arise in a Home where there is loss from death. Individuals are asked to reach out if support is needed.

Agreement

I understand and have received a copy of this Care Partner Role. I am committed to fulfilling this role to the best of my abilities, as a Care Partner in this community.

<i>Care Partner Signature</i>	
<i>Date</i>	