
WE ARE HIRING!

Health Care Aide

Hours of Work: Temporary FT, PT and Casual

Job Description:

This position reports to the RCM and is responsible for assisting and supporting individuals in their daily routines and ensuring individuals receive quality care. The Health Care Aide (HCA) participates in implementing the care plan in coordination with the Licensed Practical Nurse (LPN) and provides input to the LPN when adjustments to the care plan are required.

Responsibilities include but are not limited to:

1. To actively participate with Excel Society's Health and Safety Program; including but not limited to: participating with hazard identification and assessments; worksite inspections and reporting noted safety concerns; and participating with hazard control efforts.
2. To be aware of and implement as required Excel Society's Safety Emergency Response Procedures.
3. Make timely and informed decisions that consider facts, goals, constraints, risk, Excel Society Values, and the Excel Advantage.
4. Understanding and demonstrating knowledge of applicable legislation.
5. Referring client and family members to appropriate members of the health care team for information about issues that exceed the boundaries of the role of the worker.
6. Reporting concerns to their direct LPN supervisor in a timely manner.
7. Demonstrating the ability to have respectful relationships and communication with clients and family while building rapport.
8. Helping to meet physical, mental, emotional, psychosocial, and cultural/spiritual needs of the client. Identifying potential sources, types, and signs of stress for clients and providing support as able including using active listening skills.
9. Checking equipment for defects, reporting defective equipment to supervisor or other designated individual, complying with infection control practices, and isolation procedures and precautions.
10. Recognizing preventative initiatives and follow-up procedures of occupational hazards and follow guidelines for the prevention of fire and electrical accidents.

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11. Responding appropriately to emergency situations and reporting incidents and accidents within appropriate time and document as per policy.
 12. Demonstrating ability to become acquainted with the clients and demonstrate awareness and understanding of client's needs. Observing and reporting client status.
 13. Encouraging and supporting client's efforts to maintain/enhance their health and wellness and assisting client with the maintenance of a clean, healthy, and safe home environment.
 14. Respecting client's rights to confidentiality, privacy, independence, well-being, and choice.
 15. Recognizing and reporting signs of client abuse.
 16. Recognizing, responding, documenting, and reporting altered client behaviours. Completing daily shift client charting.
 17. Demonstrating knowledge and understanding of the contribution of food and nutrition to health and well-being. Clean food preparation equipment, utensils, and work station as required.

Requirements:

1. HCA certificate from an institution recognized by Alberta health Services as evidenced through enrolment in the HCA Directory.
2. Related experience is desirable.
3. Maintain certification in First Aid and CPR Level C.
4. Satisfactory current criminal record check.
5. Have a basic knowledge and understanding of persons with mental illness and other disabilities.
6. Good planning and organizational skills.
7. Effective communication and people skills.
8. Ability to work independently and in a team environment.
9. Respectful, non-judgemental, and empathic attitude to other staff, clients, family, and friends.
10. Ability to make effective decisions in challenging situations.

Commencement Date: ASAP

Closing date of competition: Until filled

How to apply: Send a cover letter and resume to HR at careers@excelsociety.org

Salary/Wage: Based on education and experience

Only applicants being considered for the before mentioned vacancies will be contacted.

About Excel Society:

The Excel Society cares about people, and we want people who come to the Excel Society to feel accepted, valued, cared for and connected to a meaningful community of support. We house, support, and enrich the lives of people with disabilities and complex mental health needs because it is the right thing to do, and we have what it takes to safely provide exceptional care.

Our vision:

Excel Society is at the forefront of everyday excellence and innovation in Community Living and Supportive Services.

Our mission:

Excel Society is committed to providing exceptional care through meaningful engagement and adherence to the highest standards of quality, safety, and service excellence.

Our values:

People - We care about the people we serve, our teams and their families, and the broader community.

Integrity - We do what is right.

Excellence - We safely achieve superior results.

Creativity - We nurture personal expression, innovation, and resourcefulness.

Collaboration - We work together.

Conflict of interest:

Please be advised that the Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

Important message:

Your application must clearly demonstrate how you meet the requirements as Excel Society cannot make assumptions about your education and experience. While we truly appreciate your interest in developing your career with the Excel Society, only those selected for further consideration will be contacted.