



KITSELAS FIRST NATION
2225 GITAUS ROAD
TERRACE, BC V8G 0A9

KITSELAS BAND ADMINISTRATION EMPLOYMENT OPPORTUNITY

Job Title: Personal Care Aide

Department: Health

Reporting to: Home Care Nurse

Term: Part-time

Start Date: Immediately

Deadline: Open until filled

JOB SUMMARY

The Personal Care Aide working under the Home Care Nurse is responsible for providing personal care services to patients and assists patients with the activities of daily living as described in the care plan, and in accordance with all required internal and external standards of practice.

MAIN DUTIES AND RESPONSIBILITIES

- Provide personal care services according to directions on the established care plan in accordance with internal and external standards of practice
- Support activities for daily living according to directions on the established care plan in accordance with internal and external standards of practice
- Administer patient medication
- Support patients in meeting their optimal level of functioning
- Support patients in meeting their physical, emotional and spiritual needs
- Assist patients with general hygiene: showering/bathing etc.
- Ensure maintenance of medical equipment used by patients (i.e. wheelchairs, walk-in tubs)
- Ensure accessibility issues are addressed through the implementation of lifts or transfers
- Liaise with Doctors and Nurses to ensure medical appointments are scheduled and attended
- Document patient activities for follow-up
- Report and document confidential patient information
- Complete ESDRT reports for Nurse, CHR and Care Aide
- Other related duties as assigned.

QUALIFICATIONS

- Completion of a High School Diploma plus 1 year of addition training in a related field (Home Care/ Special Care Aide);
- Or completion of college/CEGEP/vocational or technical training in a related field such as a Home Care or Personal Care Aide Certificate or equivalent experience in a long term care facility
- Minimum of 1 to 3 years of experience in personal care/home care/long term care facility



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- Must be certified and registered in the BC Care Aide Registry
- CPR/First Aid, TB Test read within last 2 years
- Experience with First Nations governance and health an asset
- An understanding of the north coast BC cultural and political environment
- Previous experience working in a First Nations community and/or organization is preferred.
- Ability to appraise patient needs or eligibility for specific services
- Ability to handle and respect highly confidential information
- Ability to adhere to applicable privacy legislation and policies
- Excellent verbal and written communication skills
- Time management skills
- Job task planning and organizing
- Problem solving and decision making ability
- Conflict Resolution skills
- Interpersonal skills

ADDITIONAL REQUIREMENTS

- Criminal Record check
- Valid Drivers' license
- Clear drivers' abstract

HOW TO APPLY

A competitive salary and benefits package is offered. Further information can be obtained at www.kitselas.com. This competition will remain open until filled. However, interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of the Executive Assistant. Please reference "Personal Care Aide" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

Attn: Teri Muldon
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