

Title: Resident Attendant- Care Aide
Company: Hamilton High Street Residence
Management Location: Hamilton High Street Residence, Richmond, BC
Published: October 08, 2020
Closing Date: October 22, 2020

Management Company Overview:

NCL New Coast Lifestyles is a forward-thinking seniors retirement home developer and management company operating in British Columbia and Alberta. We are a family owned and operated business with over 40 years combined experience in the senior's home industry and 60+ combined years in the service industry.

Residence Overview:

Currently under construction, Hamilton High Street Residence (HHSR) is a multi-level senior's community located at 23100 Garripie Avenue in east Richmond, BC. HHSR consists of 130 units (88 rental, 30 club condos, 12 memory care), a commercial kitchen, commercial laundry room, exercise room, pool(s), hot tub, movie theatre, multi-purpose room and much more.

Title: Resident Attendant
Date of Issue: October 8, 2020
Department: Assisted Living
Reports to: Health & Wellness Coordinator, Nurse
Works with: Residency Manager
Subordinates: None
Position Summary: Resident Attendant, concierge, and cleaning/laundry/security duties
Performance: Must understand and perform concierge, institutional cleaning, laundry, and security procedures, in a safe, professional, courteous, efficient, and organized manner. Is responsible for performing nursing assistance duties within the competency of their education and transfer of function procedures as directed by the Wellness Navigator. Responds to resident emergencies and summons 911 help. Is qualified to provide resident care services on an emergent and scheduled basis
Confidentiality: Maintains the confidentiality of information relating to residents, families, colleagues, and the operation of the Residence.
Driver's License: Not required
Other:

1. Must be free from communicable diseases.
2. Criminal Record & Vulnerable Sector check
3. Must have current Emergency First Aid

Changes: This job description is subject to change by management without notice.



Experience/Qualifications:

1. Care Aide certificate and experience in a residential setting
2. Eco-green cleaning experience
3. Basic telephone skills.
4. Basic security procedures.
5. Knowledge of computers
6. Calm and organized manner
7. Ability to work independently with minimal supervision

Education:

1. Must be able to read, write and comfortably communicate in English.
2. Must successfully complete any pre employment testing when required.
3. Must have current first aid certificate and a Care Aide designation
4. Completion of Building Services Worker Program desired.
5. Successful completion of recognized WHMIS program.
6. Must have Medication Administration for Assisted Living certificate

Personal Characteristics:

1. Must be able to anticipate problems and use sound judgment and tact in handling resident matters, screening telephone calls and visitors.
2. Empathy for and an understanding of the needs of seniors, their families and the professionals engaged in their care
3. Must be able to perform physical work, i.e. lifting, bending etc.
4. Must have a professional, welcoming, and positive attitude.
5. Good Health

Duties:

1. Concierge duties:
 - Receiving incoming telephone calls and responds accordingly.
 - Responding to emergency calls from residents and calling 911 if required.
 - Greeting and screening visitors.
2. Resident Attendant duties:
 - Provides scheduled services according to individualized service plans
 - Performs Care Aide duties within competency of their education
 - Performs transfer of functions as directed by the Wellness Navigator
 - Provides emergency services for residents and calls 911 for assistance
 - Maintains records of Resident progress and services performed reporting changes in resident condition to Wellness Nurse Navigator.
 - Supports infection control practices
 - Provides medication monitoring and administration



3. Cleaning /laundry

- Using the appropriate equipment; cleans the floors, furniture, fixtures and equipment in the washrooms, and all other common areas as required.
- Garbage removal.
- Laundry

4. Security

- Checks all monitors and door alarm systems to ensure building is secure
- Contacts link for direct personal emergency alarm support to ensure there is direct link for personal security

5. Communicating

- List all unusual occurrences in the communication logbook and ensure they are communicated to the day staff
- Deliver residents' newspapers

6. Emergency Situations

- Responds immediately to resident emergencies and calls 911 for assistance
- Responds appropriately to all fire alarms and building malfunctions such as floods, power outages and contacts Building Service Manager

Contacts manager on –call for assistance when building or residents are suspected of being in danger. Any other duties as assigned by Management.

Job Types: Full-time, Part-time, Casual

Salary: From \$18.00 - \$19.00 per hour

Benefits:

- Dental care
- Discounted or free food
- Extended health care

Schedule:

- 8-hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- Weekends



License:

- First Aid (Required)
- Medication Administration for Assisted Living (Required)
- BC Care Aide and Community Health Worker Registry (Required)

Excellent salary & benefits and enviable working conditions.

Our website www.hamiltonhighstreet.ca is available for your reference.

Please APPLY by sending a cover letter and resume to: donna@hamiltonhighstreet.ca Please reference "Resident Attendant" in the Subject Line of your email.

Deadline for Applications is October 22, 2020.

(NO PHONE CALLS PLEASE)

