**Casual Care Aide**

**Location:** Guildford Day Program for Older Adults

 South Surrey Day Program for Older Adults

 Newton Day Program for Older Adults

**Hours of work:** Monday-Saturday 9:00am-3:00pm

**Reporting to:** Director of Day Program

**Duties and Responsibilities**

1. Working with the Licensed Practical Nurse, safely assists clients with their activities of daily living such as feeding, bathing, skin care, oral hygiene, toileting, lifts and transfers using the Hoyer Lift, Ceiling Lift and Tub Chair.
2. Assists with the ambulation of clients during programming.
3. Aims to meet the holistic needs of the client through individual engagement.
4. Administers medication to clients and provides medication reminders as per the client care plan, as required or when the Licensed Practical Nurse is unavailable.
5. Monitors clients and their environment and reports unsafe conditions and behavioral, physical and or cognitive changes to the Licensed Practical Nurse.
6. Performs housekeeping duties such as scrubbing, sweeping, mopping, dusting, sanitizing, washing dishes and laundry.
7. Ensures that the client environment is safe and sanitary according to Fraser Health guidelines.
8. Maintains good working order of equipment, reporting concerns to the Site Manager.
9. Performs limited food preparation such as heating prepared food and making coffee, and tea, toast, salads and sandwiches.
10. Maintains inventory and orders personal care and housekeeping supplies.
11. Completes and maintains related records and documentation, such as the client care plan, personal care sheet, bathing sheet and safety checklist.
12. Participates in monthly client care meetings.
13. Performs other related duties as assigned by the Director of Day Program.

**Education**

* Must possess a valid BC Care Aide Registry number.
* Must possess a certification in medication administration.
* Valid Food Safe certificate.
* Valid First Aid certificate.

**Experience**

* At least one year of recent, related experience working with older adults.

**Other Requirements**

* Physically fit to perform the above duties which may include standing, walking, bending and lifting up to 10lbs.
* Must possess basic computer skills.
* Effective written and verbal English communication skills.
* Ability to work independently and without direct supervision.
* A second language is considered an asset.