



Penticton Indian Band

R.R. #2, Site 80, Comp.19

Penticton, British Columbia

Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

EMPLOYMENT OPPORTUNITY

Certified Personal Care Aide (CPCA) (Casual On-call) Posting Date: December 19, 2017
Reports to: Home & Community Care / Community Health Nurse/LPN **Classification:** 10

The CPCA staff, report directly to the Home Care LPN and RN. The CPCA worker is responsible within the guidelines of the Penticton Indian Band Adult-In Home Care Program and FNHA H&CC program to direct and maintain client care routines including housekeeping, meal preparation, promotion of personal independence, encouragement of client and family to participate in planning and providing individual care or referral to appropriate agency if required by the client. To take care of assigned home care clients Care for Elders, surgical patients, and chronic care clients.

Duties/Responsibilities:

- Delegation of Tasks supervised by H&CC RN and /or LPN;
- Provide personal care where needed i.e. Bathing, BS/BP monitoring;
- Provide medications (Not dispensing of medications);
- Encourage the use of aides to assist in daily living. E.g. walker, cane;
- Report any changes in health status or problems to the supervisor immediately;
- Prepare meals and perform light housekeeping duties including:
 - Preparation of at least one nutritious meal per day;
 - Vacuum carpets and mop floors, wash dishes, stove and cupboards as needed;
 - Clean bathroom, laundry including clothing and bedding as needed;
- Assess and report any clothing needs, need for special equipment to Home Care Nurses;
- Arrange transportation to/from grocery store and medical appointments (consultation with family);
- Ensure strict confidentiality of all knowledge that pertains to the client and their families acquired because of the position; discuss medical matters only with supervisors;
- To provide companionship and social stimulation to clients;
- Inform supervisors if there are plans for extended or out of town (appointments) and provide documentation;
- Promote and maintain positive communication with staff, client and supervisor at all times;
- Maintain client charts and documentation daily;
- Daily task sheets submitted weekly;
- Timesheets completed and submitted to HCC LPN along with any Leave forms;
- Maintain up to date and knowledgeable of relevant Penticton Indian band Human Resources Policies and Procedures.

Assets:

- Knowledge of Okanagan language, culture or traditions;
- Own/have access to an insured vehicle;
- Elder abuse prevention training.

Minimum Academic/Educational Requirements

- Grade 12 or equivalent.

Other Certification, Licenses, Designations and/or Training

- Certified Personal Care Aide training;
- Annual TB Screening;
- First aide /CPR;
- Criminal Record check;
- Class 5 DL and clean driving abstract annually;
- Food Safe certification;

Specific Job Skills and Levels

- Good oral and written communication skills;
- Ability to develop and maintain positive working relationships;
- Ability to work through stressors , seek supports as needed;
- B.C. Health Care Assistants Core Competencies maintained;

Minimum Level of Experience

- 1 year as a CPCA.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume by Closing Date 5:00pm (PST): January 12, 2018 to the attention of: Director, Human Resources, Email: Jobs@pib.ca** or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pin'k'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***