



Health Care Aide **Position Description**

Position Title: Health Care Aide (HCA)

Reports To: Director of Clinical Care

Position Summary: A HCA provides patient-related end-of-life care and assists with maintaining a safe, hygienic, comfortable, and efficient environment for the patients, staff, and visitors. The position also demonstrates a commitment to safety through knowledge and practice of the organization's policies and procedures.

Primary Duties and Responsibilities:

- Acts in a manner which always maintains patient and family right to privacy, dignity, and confidentiality
- Demonstrates familiarity with, and adheres to, Hospice Calgary policies, and incorporates the Hospice Calgary philosophy of compassionate care in all dealings with people on the premises
- Provides direct personal care related to patient hygiene (bathing, grooming, dressing), nutrition, and elimination
- Working under the supervision of the Registered Nurse (RN), the HCA assists patients with activities such as ambulation, lifting and positioning with the use of mechanical aids, and any other required activities of care
- Assists in development and implementation of the patient's plan of care in cooperation with the patient, family, and interprofessional team
- Assists housekeeping staff with the completion of patient laundry as required
- Completes written documentation of care provided and reports observations to the RN in a timely manner
- Consults, collaborates, and communicates effectively and efficiently with interprofessional team members (i.e. RN, other HCAs, Administrative Support, Spiritual Care Coordinator, Counselors, Management, etc.)
- Participates in team meetings and daily report
- Provides care of the patient's body after death, including dignified transfer to the funeral service vehicle
- Participates in ongoing education and attends staff meetings and mandatory in-services
- Maintains patient and household equipment, ensuring good working condition and safety
- Assists housekeeping with cleaning duties in patient rooms, family areas, and throughout the house
- Assumes other related duties as assigned

Qualifications:

- Possess certification from a recognized Health Care Aide program or equivalent
- Registration in the *Alberta Health Care Aide Directory*
- Previous experience in hospice or palliative setting preferred
- Kind and compassionate, with excellent listening skills
- Respect for self, patients/families, and team members
- Mature attitude and ability to show empathy and concern for people in a time of stress

- Ability to recognize the importance of self-care, and boundaries of ethical patient and family care in dealing with end-of-life situations
- Practices good body mechanics and recognizes safety measures
- Ability to work as a collaborative member of the interprofessional team
- Clear criminal record check

Working Conditions:

Position requires flexibility in working hours. Daytime, evening, night, and weekend shifts required. Lifting of small loads is required.