

JOB DESCRIPTION

Benchmark Job #145

Ministry: Glendale Lodge Society
Branch: Nursing Services
Location: Victoria

Working Title:
Level:
Classification:

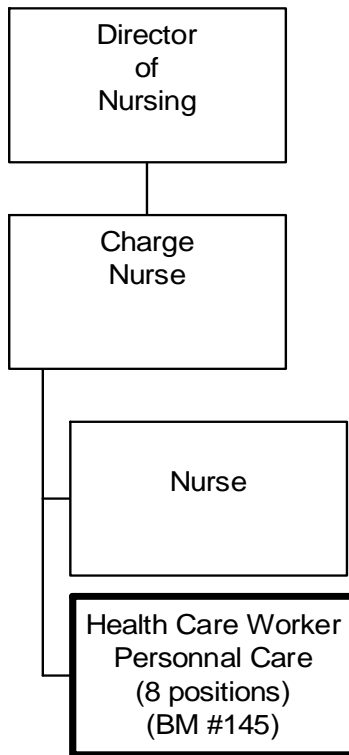
Health Care Worker - Personal Care
Range 9
Health Care Worker

PRIMARY FUNCTION

To provide care, attend to the day-to-day needs of mentally and physically handicapped geriatric residents and participate in behaviour management and training programs for residents.

JOB DUTIES AND TASKS

1. Provides care and attends to the day-to-day needs of residents
 - a. assists residents with bathing, dressing, feeding, grooming, changing diapers and personal and oral hygiene
 - b. takes temperature, pulse and respiratory rates and measures resident intake and catheter output
 - c. records resident data onto work sheets and places in resident files
 - d. lifts and turns non-ambulatory residents to prevent bed sores
 - e. prepares residents for and assists in giving enemas and suppositories
 - f. dispenses pre-packaged oral medications under direction of a nurse
 - g. monitors and reports changes in resident behaviour and condition
 - h. carries out, under supervision, prescribed physiotherapy exercises such as climbing stairs and walking
 - i. puts prosthetic devices and splints on residents
 - j. assists residents with physical movement problems
 - k. spoon feeds meals to residents
 - l. provides sponge baths to residents with fevers
 - m. restrains aggressive or violent residents
 - n. closely monitors special needs residents and reports observations to nurse
2. Participates in behavioural management and training programs for residents
 - a. carries out training activities approved by the lodge treatment team to improve residents' behavioural and social skills
 - b. records training data on charts and graphs
 - c. reports observations of residents' behaviour to the lodge treatment team
 - d. escorts residents on community outings and to different areas of the lodge
 - e. participates in the implementation of residents' social and recreational activities
3. Performs other related duties
 - a. maintains a clean and safe environment at the lodge; cleans equipment and furniture
 - b. makes beds, assembles residents' clothing and linen and takes soiled linen to laundry area
 - c. washes and dries residents' clothing as required; loads and pushes laundry carts
 - d. dispenses and records money spent on outings with residents
 - e. provides orientation to new employees
 - f. accesses and updates patient charts and records



REASON FOR CLASSIFICATION

Benchmark Job #145

Job Title: Health Care Worker – Personal Care

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of job functions and how they relate to patient care to perform personal health care duties such as bathing, dressing, feeding and grooming for patients, monitor and report patient behaviour, escort patients on outings, carry out prescribed physiotherapy exercises such as climbing stairs and walking and perform procedures such as taking temperature and pulse rate and measuring catheter output.</p> | C | 60 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to attend to and monitor the personal health care needs of patients, measure patient intake and catheter output, record patient information, monitor patient behaviour and condition and report observations to nurse.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage mentally ill patients to cooperate in attending to personal self-care needs.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control aggressive or violent patients in an institution.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to attend to and monitor the personal care needs of geriatric residents, take and record blood pressure, respiratory rate and temperature, monitor and record patient behaviour; escort patients to off-site activities and dispense pre-packaged medication under direction.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to dispense and record money spent on outings with residents.</p> | B | 10 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to access and update patient charts and records.</p> | B | 10 |

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| 8 | <p>RESPONSIBILITY FOR HUMAN RESOURCES Some responsibility for human resources to provide informal orientation to the workplace to new employees.</p> | A | 5 |
| 9 | <p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct personal care such as bathing, dressing, grooming and personal hygiene to patients in an institution.</p> | E | 40 |
| 10 | <p>SENSORY EFFORT/MULTIPLE DEMANDS Intense requirement to almost always attend to needs of patients and deal with interruptions while providing personal care.</p> | D | 18 |
| 11 | <p>PHYSICAL EFFORT Very heavy physical effort to frequently lift, push and pull geriatric patients to attend to their personal care and prevent bed sores.</p> | F | 30 |
| 12 | <p>SURROUNDINGS Exposure to providing direct personal hygiene care to institutionalized patients almost always.</p> | E | 12 |
| 13 | <p>HAZARDS High level of exposure to hazards from the possibility of contact with infectious disease while performing personal health care for geriatric patients, almost always.</p> | E | 12 |

Total Points: 354.5

Level: Range 9