

## Job Description

### **CONTINUING CARE ASSISTANT – NOC 3413**

#### **POSITION SCOPE:**

Continuing Care Assistant (CCA) is an individual who assists clients by providing personal care and support services while promoting healthy and independent living in the client's home or in a long-term care facility. Most assistance is given on a one-to-one basis. CCAs often work in long-term care. Here they provide services to clients who can no longer live safely in their own home because they may need medication management, 24-hour supervision, assisted meal service, personal care or professional nursing. They can also work in home care, and help clients by providing the services they need to live in their own homes as long as possible. In both settings, CCAs can offer personal, respite and palliative care, meal assistance and household management.

#### **TYPICAL DUTIES**

#### **COMPETENT PRACTICE**

- The CCA is competent, educated and authorized to provide care to the client. This care is provided within the context of the CCA's scope of employment and educational preparation. Duties Include:
  - Assessing:
    - Collect data to support client (resident) assessment.
    - Continuously monitor/assess clients' general condition and well-being, while responding to unmet needs as appropriate.
    - Assessing when an emergency response may be required.
    - Record/report observations and results of assessment, including changes to the client's condition, to the appropriate supervisor.
  - Planning:
    - Assist in the development of the care plan.
    - As a part of the collaborative care team, contribute to the development of, and ongoing revisions to, the client-specific, holistic plan of care.
  - Implementing:
    - Assist in the implementation of the care plan.
    - Respond to PRN and emergency protocols (i.e. CPR)
    - Assess and provide assistance with the client's Activities of Daily Living (ADL) (i.e. bathing) and Instrumental Activities of Daily Living (IADL) (i.e. recreation and leisure activities).
    - If completed Medicated Creams, Ointments and Drops may assist with application.
    - May also provide assistance and/or other interventions that are outside of his/her educational preparation through delegation.
    - Communication:
      - Communicate clearly and professionally.
      - Establish and maintain an individualized approach to communication that respects the client's unique needs.
      - Respect confidentiality and legislated requirements while communicating information.
    - Report data collected and observations made to the appropriate supervisor as part of the healthcare team.

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- Communicate, report, and document pertinent information and/or observations to the regulated health care professional.
- Participate in collaborative team discussions.
- Client Education:
  - Reinforce client and family education as originally taught by the healthcare professional according to established guidelines and the plan of care.
  - Manage the client's environment by promoting a safe, restful and comforting environment.
  - Advocate for the client as appropriate.
  - Assist with mobility/transferring, such as:
    - ambulation;
    - range of motion exercise;
    - turning and positioning in bed /chair; and
    - transferring the client with or without the use of a mechanical lift as determined by the appropriate health professional.
- Evaluating
  - As part of the healthcare team, evaluate, document and report changes in the client's condition as a result of changes to care plan/approach to care.

### **CLIENT SAFETY**

- Provide client-centered care.
- Provide safe, competent, and ethical care.
- Support, protect, and safeguard the client's rights and interests.
- Carry out interventions according to an established care plan.
- Demonstrate a client-focused philosophy of care.
- Recognize and report any change in client circumstance that pose a potential or actual threat to the client's health, safety, security and well-being.
- Understand and work within the Acts and Regulations that guide care delivery.
- Practice in accordance with required infection control/standard precautions

### **ACCOUNTABILITY PRACTICE**

- Know what aspects of client care they are able to perform, those they are not able to perform and when to seek guidance/direction.
- Follow employer's policies, procedures and related protocols/guidelines.
- Document/report the care provided in keeping with the employer's policies.
- Understand his/her own values and attitudes and their effect on establishing successful client/caregiver relationships.
- Demonstrate an ability to learn about the implication of each client's disease, disorder, condition or personal circumstance and to adapt as appropriate to effectively implement the care plan.
- Practice within their educational preparation; scope of practice, scope of employment and according to the employer's policies and procedures.

### **WORK LIFE AND RELATIONSHIPS**

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- Collaboration: Work as a member of the healthcare team by respecting and acknowledging the roles of all those within the healthcare system that contribute to safe, competent and ethical care.
- Mentorship/Preceptorship: Work as a member of the healthcare team by assisting with orientation/mentorship, preceptorship, students, new staff, and volunteers.
- Specific Duties and Responsibilities: The duties and responsibilities may include, but are not limited to:
  - Provide assistance with ADL, such as grooming and personal hygiene, dressing/undressing, eating/drinking, toileting/elimination (including colostomy care, catheter care, nail care), etc.
  - Provide assistance with IADL, such as preparing the client for meals, using the phone, social/recreation/leisure events, identifying supports, etc.
  - Provide assistance with implementing the health care plan or therapeutic treatment, such as:
    - Measuring and recording vital signs (TPR) and intake/output readings, such as checking prescribed oxygen flow rate, and reporting the results to the appropriate supervisor;
    - Maintaining and improving skin integrity (i.e., positioning/skin care);
    - Collecting urine and stool specimens;
    - Supporting respiratory care (i.e. records and reports on breathing/sputum or assembling oxygen equipment appropriately)
    - Providing advanced or delegated tasks under the supervision of RN or LPN in some situations (i.e. application of compression stocking, applying medicated creams and ointments, massage)
  - Facilitating/reinforcing client teaching to respond to the client's needs
  - Participate/assist in discharge planning and facilitate the client's readiness for transfer.
  - Provide follow-up for individuals needing ongoing nutrition monitoring and intervention.
  - Implement established Physiotherapy, Occupational Therapy programs that are within the abilities/skills/scopes of a CCA (e.g. ambulation, functional mobility, exercises, modalities, positioning. etc.)

### **HEALTH AND SAFETY:**

- Maintain knowledge of and works in accordance with organization current policies and procedures relating to Disaster and Fire, Infection Control, Occupational Health and Safety, WHIMIS, etc.
- Maintain knowledge of and demonstrates the safe use and care of equipment and supplies in the provision of client care.
- Participate in departmental/organization-based committees.
- Assist in the orientation of new team members (buddy system/preceptorship/mentorship/orientation).
- Mentor students

### **WORKPLACE CONDITIONS**

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- Work may take place in a client's home, a hospital, a long-term care facility, or another approved setting.

### **KNOWLEDGE AND SPECIAL SKILLS**

- Full completion of a recognized CCA training program
- Willingness to receive advanced CCA training, as well as participate in ongoing home support worker in-services.
- Minimum Grade 12 or GED equivalent
- CPR "HCP" and SFA within last 12 months
- Criminal Record Check within last 12 months
- 2 positive work related references
- Good communication skills in English, written and verbal
- Good judgment and initiative required
- Most importantly, a sincere interest in caring for people

### **SUPERVISION**

- This position reports directly to the Client Services Coordinators.
- Every new employee is subject to a three-month probation period.
- When you have successfully completed your probation period, continuous performance evaluations will be performed to help assist in your skill enhancement every year.

### **OTHER SKILLS:**

- Able to stand, sit, squat, bend, kneel, and reach freely
- Light to medium lifting
- Able to travel locally from assignment to assignment
- Ability to handle difficult situations with an objective response
- Ability to work independently and as part of a team
- Exceptional interpersonal skills