

## **JOB POSTING - HOSPICE AT GLENGARDA**

<b>Title:</b>	<b>Care Partner (CP)</b>
<b>Department</b>	Care Services
<b>Reports to:</b>	RN, LPN
<b>Number of vacancies:</b>	1
<b>Employment Type:</b>	Temporary – approx. 10 months
<b>Employment Term:</b>	70%
<b>Posting Date:</b>	May 21, 2021
<b>Closing Date:</b>	June 4, 2021
<b>Hours of Work:</b>	8-hour shifts, nights
<b>Rate of pay:</b>	competitive salary and benefits package

### **THE HOSPICE IS GUIDED BY THE MISSION AND VALUES OF EMMANUEL HEALTH:**

#### **MISSION**

Guided by the healing Ministry of Jesus Christ, Emmanuel Health provides acute, long-term and community care throughout Saskatchewan. In the tradition of Catholic social justice teaching and service, we respond to the unmet needs of the vulnerable and the communities we serve through compassionate innovative service and partnerships.

#### **VALUES**

**Compassion** – we build genuine relationships that honour human dignity with respect and tenderness, creating a safe environment for all.

**Innovation** – we boldly lead the way with courage, continuously improving and advancing creative solutions.

**Commitment** – we are dedicated to the service of others through the application of Catholic social teachings, accountable actions, meaningful collaboration, and responsible stewardship.

## **ROLE SUMMARY**

The Care Partner provides each patient with daily care in accordance with the patient's assessment, choices, and care plan. Each Care Partner is assigned to 7 – 8 patients, working within a multidisciplinary team, where the patient directs the daily schedule.

The Care Partner provides physical care to patients to meet their daily needs and to achieve a comfortable level of function and wellbeing. While care is provided under the leadership of a Registered Nurse or Licensed Practical Nurse, the Care Partner is the patient's closest advocate in the Hospice. The Care Partner promotes patients' psychosocial well-being through meaningful interaction, listening, and relationship building. Working with other members of the Hospice team to support the needs of patients, families, and the Hospice, Care Partners offer friendship, teamwork, kindness and compassionate care to patients, families, and co-workers.

All Staff are members of a self-directed, multi-skilled Hospice team whose purpose is to plan, coordinate and provide excellent patient care, in a comfortable home-like environment that fosters a sense of belonging and community.

All direct care staff are trained in housekeeping, laundry, social activities and services that affect the patient's environment and quality of life.

## **JOB QUALIFICATIONS**

The successful applicant:

- Certification from a Care Aide/Care Assistant course approved by Saskatchewan Health
- Valid TLR certification
- Gentle Persuasive Approach training
- Clear Criminal Record/Vulnerable Sector search
- English language proficiency – ability to understand and be understood by patients
- Demonstrated adherence to the Vision, Mission, Values of Emanuel Health
- Critical thinking ability to identify options and find solutions to resolve problems
- Utilizes conflict resolution techniques
- Proficiency in using Windows, Word, Excel, and Outlook
- Fluent in oral and written communication

## **PRINCIPLE ACCOUNTABILITIES**

### **Patient Directed/Person Centered Care**

- Provide care according to each individual patient's care plan and wishes
- Demonstrate flexibility to readily adjust priorities to meet the needs of the patient
- Ensure patient's needs are met in a timely manner, e.g. call lights, personal care needs and requests
- Respect Patients' privacy and personal space in all interactions
- Demonstrate to all staff, patients and family members that Hospice is committed to creating the home-like pleasures of daily life
- Encourage pleasurable moments, laughter, and fun in the Hospice

## **PERSONAL CARE**

### **Dressing, grooming, and bathing**

- Assist patients to bath; provide personal care and dress in accordance with patient wishes
- Assist with end of life care and care of the body following death
- Note changes in patient's condition and report to the Registered Nurse (RN)
- Make beds, change linens, set rooms in order and place call light within reach
- Respond to and promptly report all accidents/incidents to the Registered Nurse
- Identify and share care related problems or concerns with the Registered Nurse
- Ensure patient's needs are met in a timely manner, e.g. call lights, personal requests
- Respect the patient's privacy and personal space with all interactions

### **Elimination**

- Assist patients to and from the bathroom
- Assist patients with continence care as needed

### **Vital Signs**

- Monitor weight, vital signs as ordered

### **Leadership**

- Demonstrates the vision, mission, and values of Emmanuel Health in all interactions
- May lead daily staff huddles
- Positively promote Hospice Care and the mission of Emanuel Health within the community
- Actively participate in huddles, education, and continuous learning

## **Food Service**

- Participate in preparation of food and food handling techniques to ensure quality, maintaining sanitation and safety procedures
- Ask patients about their food preferences, and offer available choices
- Prepare and set up food for patients as needed. For patients with poor vision, assist with identifying food arrangement (type and location of food/beverages and their temperature - cold or hot)
- Assist patient to eat as needed
- Serve between meal and bedtime snacks
- Keep patient's water glass clean and filled with fresh water, at the bedside and within easy reach
- Report changes in eating habits to RN/LPN
- Maintain cleanliness and order in food storage areas including family kitchens

## **Housekeeping**

- Perform day-to-day housekeeping to keep patients' rooms and common areas clean and orderly
- Assist in cleaning patient rooms when transfers, discharges, or the death of a patient occurs
- Ensure that equipment and supplies are stocked and neatly stored
- Use and maintain equipment and supplies appropriately

## **Laundry**

- Launder patients' personal items, as well as slings, bedding, etc.
- Ensure that appropriate repairs are made to rips, tears, missing ties or buttons in patients' clothing.
- Maintain soiled/clean laundry areas.

## **Activities**

- Build a relationship with patients to identify their interests and needs
- Provide assistance to access activities of their choice
- Provide one to one interaction with patients based on their preferences (assist with correspondence, reading to the patient, distributing mail, etc.)

## **Care Planning and Documentation**

- Attend huddles, rounds and care conferences as requested
- Complete assigned documentation daily
- Participate in patient assessment
- Share written and oral information only with persons who need to know
- Maintain confidentiality at all times
- Report any concerns to Registered Nurse on shift
- Share pertinent information in daily huddles and with oncoming shifts

- Clarify with RN/LPN any questions related to patient care plans

### **General Expectations**

- Assist with orientation of new staff
- Provide input for performance evaluations as requested
- Plan time off from work in advance, ensuring that essential responsibilities can be covered
- Accept responsibility for care of assigned patients, and document care provided according to guidelines
- Report to work as scheduled and work within scheduled hours
- Adjust meal/breaks around patient schedule
- Answer and use the telephone in a professional manner
- Do not use personal cellular phones during work
- Follow Hospice dress code/personal hygiene standards

### **Performance Improvement & Education**

- Seeks patient and family input regarding care provided; is there anything additional that might add to patient comfort and sense of well-being?
- Serve on committees and teams; participates in audits and quality improvement initiatives, as requested
- Shares concerns with Hospice RN, and demonstrates a willingness to assist in problem-solving as appropriate
- Participates in regular performance reviews
- Demonstrates a willingness to learn, and meets continuing education requirements to maintain certification
- Shares knowledge and skills through participation in in-service education, orientation of new staff and in day-to-day interactions with staff

### **Workplace Safety**

- Follow safe work practices and procedures developed as per the Occupational Health and Safety Act and Regulations
- Comply with WHMIS requirements
- Comply with Infection Prevention and Control standards
- Understand emergency plans and respond appropriately
- Protect co-workers from injury; notify RN/LPN immediately of unsafe situations or equipment.
- Follow TLR practices
- Report any known or suspected harassment to RN lead or Hospice Clinical Manager

**SECONDARY ACCOUNTABILITIES**— Additional duties as assigned

### **PHYSICAL AND MENTAL DEMANDS**

- Able to work with frequent interruptions, to distinguish priorities in patient care, and to follow through with them.
- Able to remain present and effective in difficult and emotionally challenging circumstances involving patients and/or family members.
- Takes initiative to advocate for patients, and is able to resolve conflict effectively.

### **EMPLOYEE RISK AND RESPONSIBILITY**

- All employees are responsible and accountable for compliance with workplace policies and procedures for risk identification, risk assessment and risk management.
- Exposure to animals is anticipated.

### **DIRECT INQUIRIES TO**

Please submit resume and current references to

Meredith Wild, Clinical Manager – Hospice at Glengarda, [mwild@samaritanplace.ca](mailto:mwild@samaritanplace.ca) or mail to  
375 Cornish Road, Saskatoon, SK S7T 0P3

Thank you for your interest in this position. Only those chosen for an interview will be contacted.