



JOB POSTING

Position Title: Care Team Assistant (CTA/CCA)
Reports to: Nurse Manager
Job Status: 1 Permanent, Full-time position; Casual opportunities also available
Remuneration: \$46,500 Annually (based on FTE 1), paid breaks, Vacation, Group Benefits, RRSP Matching

About us

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our 10-bed hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

Primary Functions of the Position

Under the direction of the Nurse Manager and in collaboration with the other members of the Hospice team, including volunteers, the Care Team Assistant (CTA) is responsible for providing the highest quality of direct patient care and supporting the activities of the Clinical and Support Services teams. A compassionate nature and excellent interpersonal skills will make you a good candidate for this position. In this role, you will be helping to maintain patients' comfort during the final stages of life, and providing loved ones with guidance and support. Working in partnership/collaboration with RNs, LPNs, and other team members within the organization, this position is responsible for providing direct patient care and supporting the activities of the care team.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, each member of our team must be committed to fostering a safe working environment where all members of the team experience an authentic sense of inclusion and belonging.

Duties and Responsibilities

- Provides personal care that is within the provincial scope of practice for a Continuing Care Assistant, included but not limited to bathing, grooming, clothing, mouth care, hair care, feeding, skin care, toileting, bowel and bladder care, positioning and movement, exercise, basic wound care
- Assists with activities of daily living to promote physical, emotional, social and spiritual well-being
- Performs specialized, patient specific procedures for which recognized training and current competency can be demonstrated
- Reports unusual events or changes in the patient's condition to the RN/LPN Team Lead or Nurse Manager
- Changes bed linen and towels as required

- Stores clean linen when received from linen delivery service and does laundry as required
- Maintains cleanliness of patient rooms and bathrooms as needed, including emptying garbage
- Supports housekeeping with performing terminal room cleaning as needed
- Ensures general tidiness in the family room as needed, including but not limited to, loading the dishwasher, emptying the dishwasher, emptying the garbage, etc
- Re-stocks care supplies on a daily basis
- Prepares and serves meals and snacks for patients as required, supporting the kitchen team
- Participates in policy and procedure development
- Assumes other duties as assigned by the Nurse Manager

Quality Assurance

- Understands and implements infection prevention and control practices
- Participates in ongoing internal and/or external continuing education activities
- Participates in the orientation and ongoing education of Hospice staff and volunteers
- Participates in quality activities and continuous improvement initiatives
- Participates in proactive Health & Safety activities while performing all duties
- Is responsible for notifying the Nurse Manager of any Health & Safety risks or concerns
- Maintains confidentiality of patient and Hospice information and discusses the same only with appropriate Hospice personnel
- Participates in the evaluation of the patient care program, techniques, standards and procedures by providing feedback about effectiveness and patient care outcomes

Qualifications and Experience

Education and Professional Experience:

- Graduation from an accredited Continuing Care Assistant Program (CCA and/or resident care aide certificate or equivalent)
- Within the CCA scope of practice, have a solid knowledge of the principles, practices and methods of Palliative Care Nursing and the delivery of personal care service to patients
- At least 1 year of recent experience in a similar position or life experience in which similar duties were completed preferred
- Experience working with people at end of life an asset

Skills and Abilities:

- Strong patient-centered focus - willingness to go the extra mile when delivering quality care
- Ability to work with patients/family living with and dying from advanced illness
- Excellent communication and interpersonal skills - warm, compassionate and positive attitude
- Understands their role in patient safety, as well as understanding the patient and family role in safety
- Physical ability to perform all duties of the position - patient transfer and reposition, lifting, bending
- Knowledgeable about and committed to the hospice philosophy of care
- A clear understanding of ethics, especially related to hospice palliative care
- Strong organizational and prioritization skills

- Ability to work independently and as part of team
- Demonstrated computer skills and experience with electronic information systems
- Ability to work 12 hour shifts (days)
- Support Hospice Halifax in fundraising activities, through participation or other capacity
- Ability to pick up shifts at the last minute when needed

How to Apply:

Hospice Halifax is committed to fostering a diverse and inclusive work culture. We welcome and encourage applicants who are BIPOC, LGBTQ2S+ and persons with (dis)abilities.

Please forward a cover letter and resume to careers@hospicehalifax.ca and reference “**CTA2023**” in the subject line of the email.

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.