



## **JOB DESCRIPTION**

**DEPARTMENT:** CARE SERVICES

**POSITION:** PERSONAL WELLNESS ASSISTANT

### **POSITION SUMMARY:**

Under the direction of the LPN, the PWA supports and assists tenants with the activities of daily living, while respecting the right to make choices.

**REPORTS TO:** LEAD LPN & ON-DUTY LPN

### **DUTIES AND RESPONSIBILITIES:**

The PWA will:

- At the request of the tenant, and in accordance with the individual's Comprehensive Service Plan, assist tenants with ADL's. Tasks may include: dressing, grooming, toileting and incontinence management, skin, nail and oral care, assisting/escorting tenants to meals or other activities, and assistance with eating as needed.
- Be responsible to decline to perform a task that has not been authorized by the LPN or Lead LPN, or a task that the PWA does not feel competent to perform.
- Respond to emergency calls from tenants and consult with the LPN as needed.
- Provide social support per the Service Plan, while fostering the tenant's independence and respecting their dignity and privacy.
- Maintain records in accordance with Tabor Court and Health Authority policies.
- Assist and direct tenants in emergency situations such as fire, power failure or earthquakes.
- Assist tenants with personal laundry if requested.
- Attend staff meetings, in-services, applicable continuing education programs, and related seminars.
- Perform other related duties as required.

### **SKILLS & ABILITIES:**

The PWA must have the:

- Ability to communicate clearly and effectively, in English; verbally and in writing.
- Ability to communicate with tenants from a variety of cultural backgrounds and make them feel valued and welcome.
- Ability to work with tenants in a manner that supports their independence, enhances their dignity, and respects their privacy
- Physical ability to carry out the duties of the position.
- Ability to instruct and encourage tenants as necessary.
- Ability to work all shifts as applicable to the position.
- Ability to operate related equipment.
- Ability to manage their time and organize their tasks accordingly.

### **QUALIFICATIONS:**

- Care Aide Certificate from a recognized Educational Institution.
- Medication Course.
- Registration with the BC Care Aide Registry.
- Minimum 1 year experience working in Complex Care and/or Assisted Living