

## **JOB DESCRIPTION**

### **Section 1 - Tombstone Data**

09-OG-05

Position Number	
Position Title	Domestic Aide
Incumbent	vacant
Supervisor's Title	Domestic Aide Supervisor
Supervisor's Position Number	15-194
Department	Health & Social Services
Branch/Unit	Continuing Care Branch
Location	Whitehorse
Date Completed	March 12, 2002
Medical Clearance Required?	Yes; TB testing
Security Clearance Required?	Yes

**Every action and decision performed by this position is founded on respect for the residents, for the promotion of their dignity, individual freedom, choice and lifestyle, and meaningful, quality living. The goal of this position, as is for all of the Continuing Care team, is to create a feeling of home and belonging for all who live in Yukon Continuing Care facilities by being responsive to the uniqueness of each resident.”**

### **Section 2 - General Summary**

Performs general cleaning, laundry and resident support duties in a long term care facility.

### **Section 3 - Organizational Structure**

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position is one of 6.5 indeterminate and 5 auxiliary Domestic Aide reporting to a Program Manager who reports to the Director, Continuing Care (15-711), with technical direction from the Domestic Aide Supervisor (15-194). Peer positions are Registered Nurses, Licensed Practical Nurses, Nursing Home Attendants, Domestic Aides and Therapy Assistants.

### **Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)**

- performs facility cleaning to established schedules and standards of cleanliness, tidiness, safety, and hygiene, in a manner that respects resident privacy and dignity (e.g. garbage collection and removal, mopping floors and spills, vacuuming and dusting areas)
- performs resident and facility laundry according to established practices (e.g uses appropriate handling and sorting practices to minimize risk of spreading infectious disease, labelling personal clothing, minor mending, etc.)
- maintains laundry related records (e.g. number of loads, poundage, supplies used)

- cleans a variety of equipment and surfaces in residents' rooms and common areas (e.g. toilets, bathrooms, furniture, walls, floors);
- reports to the appropriate team member observations made during the course of one's regular duties of changes to residents' appearance, behaviour and mobility;
- assists residents with their activities of daily living (e.g. transfers from wheelchair to sofa, feeding, dressing, social activities) as required.
- Attends in-services and meetings of the transdisciplinary team.
- Implements emergency safety procedures in the event of situations such as a resident fall, fire alarm (position has an assigned role to carry out in those instances).

### **Section 5 - Contacts**

- ◆ This position is part of a transdisciplinary team (Registered Nurses, Licensed Practical Nurses, Nursing Home Attendants, Domestic Aides, Physiotherapists, Occupational Therapists, Recreation Therapists, Therapy Assistants, Speech Language Pathologist, Social Workers, First Nation Liaison Worker, residents) serving each resident/client and provides input and participates in the development of a plan of care.
- ◆ Contacts with residents to clean and tidy rooms and assist with activities of daily living in a manner that respects their privacy and dignity.

### **Section 6 - Problem-Solving**

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. Position must maintain sanitation and safety standards which involves following established procedures and schedules (e.g. examines equipment for obvious minor maintenance needs and makes formal request for repair or replacement to Supervisor, cleaning beds, appropriate cleaning agents, frequency)
2. Scheduled cleaning may conflict with the routine and/or wishes of the resident and the position will need to continue to the next room and fit that one into its schedule later in the day (which may mean going in when the resident is on an outing or at dinner) or, if a potential hazard is present such as an accumulation of newspapers that could make it difficult to navigate the room, raise the issue with team members.
3. Position must use proper lifting techniques when lifting and handling heavy objects, and while assisting with resident transfers.
4. Position must be observant and report changes or unusual occurrences in residents' appearance, behaviour, and mobility to the transdisciplinary team.

### **Section 7 – Specific Accountabilities**

1. Describe final decisions regularly made for which the incumbent is held accountable.

- When standards of sanitation and cleanliness have been met;
  - When/how to re-organize its day to assist team members and./or residents, or to accommodate resident requests;
2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?
- cleaning, laundry, and resident support tasks are carried out efficiently and safely, while promoting the team's goals and in the spirit of Continuing Care's philosophy.
  - Equipment and materials are used in accordance with WHMIS standard and safe practice protocols of the facility.

### **Section 8 - Budget**

Not applicable.

### **Section 9 - Working Environment**

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

#### **1. Physical Effort:**

Position is on its feet 100% of the time, walking and standing approximately 60% and stooping, bending, reaching approximately 40%. It will be required to lift and carry linen baskets from/to resident rooms to/from a cart, garbage bags at the end of each shift, and a piggy-back vacuum weighing 5-10 pounds for periods of fifteen minutes or less approximately three times per week. Position mops the floor of each resident's room and the common areas daily, so is also lifting buckets of water from one area to the next. At times it may be required to assist with lifting laundry detergent containers weighing up to 100 pounds, move furniture and on occasion assist a co-worker or family member with the residents' activities of daily living.

#### **2. Physical Hazards:**

Position is exposed to caustic detergents and fumes (e.g. 'pink" soap, bleach) but handling of laundry fluids in accordance with WHMIS standards reduces the potential for harm.

#### **3. Discomfort:**

The temperature of the facility is maintained at approximately eighty degrees Fahrenheit, which may cause some discomfort. There is some exposure to infectious diseases, animals in the Pet Therapy Program and to second-hand smoke from

residents, which may also cause some discomfort. There is some potential for exposure to emotional, physically abusive and/or dissatisfied residents/clients.

### **Section 10 - Signatures**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><b><u>Director of Human Resources:</u></b> (Comments)</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><b><u>Deputy Minister:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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