



Labrador-Grenfell
Health

EMPLOYMENT OPPORTUNITY

Personal Care Attendant

Temporary Call-In

Location: Mani Ashini Clinic

Revised: Nov 24, 2021

This is standardized work involving the performance of numerous aspects including but not limited to clerical/ receptionist tasks, patient care duties, environmental and laundry duties, venipuncture and other lab services as required. Work involves contact with the general public and requires diplomacy, discretion, confidentiality and initiative. Under the direction of the Regional Nurse II and the Clinical Nurse Manager, the PCA is a responsible member of the team.

Qualifications:

- ✓ Completion of Personal Care Attendant or equivalent experience;
- ✓ Completion of the High School or equivalent;
- ✓ Valid drivers class 05 licenses;
- ✓ Successful completion of Transportation of Dangerous Goods, Emergency First Aid and CPR or willingness to obtain;
- ✓ Completion of computer training in e-mail, Microsoft Word and Excel programs, or willingness to complete on-line training within probationary period;
- ✓ Knowledge of universal precautions or willingness to learn;
- ✓ Ability to perform tasks as a member of the health care team;
- ✓ Ability to understand and follow verbal and written instructions and standardized plans;
- ✓ Willingness to obtain education in Venipuncture & Instrument Reprocessing;
- ✓ Ability to understand and follow written instructions;
- ✓ Successful completion of the Advanced Medical First Responder Program or willing to complete as outlined by the employer;
- ✓ The successful applicant will be required to submit a satisfactory certificate of conduct.

Duties (Include but not limited to):

- ✓ Answers incoming calls and relays messages;
- ✓ Book appointments;
- ✓ Pulls charts for the day, re-files at the end of the day and other filing as required ;
- ✓ Completes billing sheets;
- ✓ Carries out basic care under the direction of the Regional Nurse;
- ✓ Assists in the storage of supplies and checks expiry dates;
- ✓ Assists in the preparation of laboratory specimens;
- ✓ Maintains a work environment that meets environmental and laundry services standards;
- ✓ Does monthly cash reports and sends them to the Finance Department;
- ✓ Assists with Monthly Statistical reports;
- ✓ Participates in Quality Assurance duties;
- ✓ Venipuncture as required;
- ✓ Maybe required to work alone;
- ✓ Meets Labrador-Grenfell Health flights;
- ✓ Performs other related duties as required;
- ✓ Will be required to work in other sites.

Salary:

- ✓ CG-24 of the NAPE-HS salary scales \$21.12 to \$23.26 per hour, plus the applicable Labrador Allowance.

Hours of Work:

- ✓ Variable shifts.

This posting is open to male and female applicants.

Interested applicants please submit resume, stating competition number **2020000235N**, to:

Human Resources
Labrador – Grenfell Regional Health Authority
PO Box 7000, Stn. C
Happy Valley-Goose Bay, NL A0P 1C0
Tele: (709) 897-2164 Fax: (709)896-4741
E-mail: hr@lghealth.ca

Posting Date: July 30, 2020

Closing Date: Open Until Filled

Cc: Nape HS

cc: NAPE