

COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Terrace Aide	Reports to: Department Manager or Designate
Department: Wellington Terrace	Positions Supervised: 0
Effective: August 2012	Revised: May 2020

BASIC FUNCTION:

The Terrace Aide will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

The Terrace Aide will support the goals and objectives of the department/programme they are assigned to. The Terrace Aide is responsible to the Team Leader of the department they work or their designate.

PRINCIPLE RESPONSIBILITIES:

Applies the fundamental principle of the Long-Term Care Homes Act in the operation of the home.

Maintains a spirit of cooperation with other departments and a good relationship with residents.

Assists in the delivery of consistent resident-focused care.

Ensures current organization and resident specific updates are reviewed at the beginning of each shift.

Actively screens-in staff by taking their temperature and refers them to the responsible nurse if they do not pass the screening.

Ensures that personal protective equipment is available for staff by organizing and distributing masks.

Follows infection control protocols by wearing assigned PPE, cleaning work area frequently and ensuring hand hygiene is completed.

Any other related duties as assigned by the Team Leader, Manager, or designate.

Responds to on-call shifts as scheduled.

Responds to emergency fan out when initiated.

Works weekends, weekdays, evenings and public holidays as required.

PROBLEM-SOLVING RESPONSIBILITIES:

- Prioritize workload based on the activities of the day.
- Contact supervisor when any unusual occurrences arise.

CONTACTS:

Internal: Residents, families and visitors, other members of interdisciplinary team, department manager or designate.

External: Members of the public.

MINIMUM QUALIFICATIONS:

Successful completion of grade ten.

Ability to prioritize tasks.

Police Vulnerable Sector Check required upon hire.

SKILLS AND COMPETENCIES:

Excellent interpersonal skills with a positive history of patience, compassion, and courtesy when dealing with residents and others.

Ability to deliver resident focused care and customer service.

Sincere interest in working with the older adult.

Pleasant, cheerful, tactful, and courteous when dealing with others.

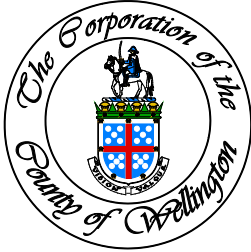
Knowledge of Wellington Terrace and department specific policies and procedures.

Excellent communication skills, both written and oral.

Committed to increasing knowledge and skills of the job through in-service attendance and/or external education.

OTHER:

- Location: Wellington Terrace, Fergus, Ontario.



COUNTY OF WELLINGTON

FOCUS AREA ADDENDUM

Focus Area: Terrace Aide – Nutrition Services	
Department: Wellington Terrace	
Effective: August 2012	Revised: June 2015

PRINCIPLE RESPONSIBILITIES:

- Assists with dining service, meal distribution and clean up, as directed.
- Operates dish machine.
- Provide meal assistance to assigned residents.

MINIMUM QUALIFICATIONS:

- Completion of Food Handler Certification.