



The Calgary Chinese Elderly Citizens' Association

HEALTH CARE AIDE (ASSISTANT SUPPORT GROUP COORDINATOR - SPECIAL NEEDS SUPPORT GROUP) CASUAL, 2 DAYS per week, 7.5 hours per day

The Calgary Chinese Elderly Citizens' Association is a charitable organization established in 1985 that provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into Canadian society. The Chinese Special Needs Support Group is a first language day program for Chinese seniors with disabilities. Considering the impairments and limitations of each participant, activities are specially designed in a safe and culturally sensitive environment. Our goals are to enhance and maintain participants' physical and mental well-being, to foster social contact and friendship, to support and cherish a delicate relationship between participants and their family caregivers and to provide respite for the caregiver.

Responsibilities:

- Participate and support the development and implementation of the program's plans, goals and objective.
- Facilitate and/or assist in running of the Support Group.
- Provide personal care and personal Hygiene.
- Promote a healthy, safe and friendly environment.
- Recognize safety issues and report appropriately.
- Use appropriate lifting and transfer devices and techniques in all activities.
- Provide all documents and reports appropriately according to department policy and directions.
- Participate in the review of the care plan based on reassessment of the clients' condition and progress.
- Supervise and train the Program Assistant and report accordingly.
- Supervise and train volunteers and report accordingly.
- Perform duties according to the CCECA and the Support Group's policy and procedures.
- The job holder must be a team player. Regular communication on problems and suggestions should be made to superiors and co-workers (CCECA) to ensure better service to members and smooth operation of the Support Group.
- Perform any other duties as assigned from time to time.
- This role will work on Saturday.

Qualifications and Skills:

1. Holder of Health Care Aide Certificate.
2. Registered with Alberta Health Care Aide Directory
3. Working experience in a similar capacity.
4. Working experience with seniors or people with dementia is preferred.
5. Excellent Communication skills.
6. Basic computer skills.
7. Fluency in speaking and writing English and Chinese.

Posting closing date: Please submit your resume and cover letter to Elaine Ogada, email: elaine.ogada@cceca.ca on/before March 16, 2023. We would like to thank you in advance for your interest in this position, as only candidates selected for an interview will be contacted.