

Advice of Position Vacancy

Date:	June 4, 2025
Position Title:	Care Aide
Department:	Residence
Reports To:	Clinical Care Manager
Status:	Part-Time 0.62 FTE
Details:	12 and 8 hour shifts
Hourly Rate:	\$29.83
Closing date:	Position remains open until filled. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Care Aide to join our Residence team on a part-time basis.

Position Description and Duties

Under the supervision of Clinical Care Manager or designate, the Residence Care Aide, as a member of a multidisciplinary resident care team, is responsible for personal care and support of the resident and includes:

- Assisting in the admission and orientation of residents;
- Performing care procedures as directed, such as taking temperatures, pulse and respiration, obtaining urine specimens and application of non-medicated topical treatments;
- Providing general resident care such as bathing, skin care, feeding, mobilizing and toileting;



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- Observing and reporting problems/changes of a physical or behavioral nature to the nurse;
- Assisting residents with rest, activation and rehabilitation activities, such as transferring, lifting, walking or ambulating according to established safety guidelines;
- Escorting/transporting residents to appointments;
- Using food safe guidelines, assists with food and nutrition of residents, such as preparation and distribution of food, preparing and clearing tables, cleaning server area and collecting and washing dishes and delivering to kitchen;
- Assisting with linen management such as laundering, folding and storage including ensuring residents have linen and towel supply;
- Assisting with supply management including restocking;
- Assisting in light housekeeping tasks to maintain a clean and safe environment, such as garbage containment and delivery to designated area, floor sweeping and wiping surfaces;
- Assisting residents with management of personal laundry;
- Assisting with equipment care and management including tub, lifts, bath stretcher, wheelchair, commodes, urinals and bedpan;
- Reports equipment damages/malfunctions;
- Documenting observations and care given on the resident files and maintains other records; and
- Performing other related duties as assigned.

Skills

- Experience working with people who are living with HIV/AIDS, addiction and mental health;
- Experience working with marginalized populations;
- Experience with palliative or hospice care an asset;
- Ability to work collaboratively with other team members including volunteers and students;
- Ability to communicate effectively, both verbally and in writing;
- Ability to organize work;
- Ability to operate work related equipment; and
- Physical ability to carry out the duties of the position.

Qualifications

- Graduation from a recognized Resident Care Attendant program or an equivalent combination of education, training and experience;
- Food Safe 1; and
- CPR Level C certification.



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General Working Conditions

This is a part-time position with an hourly pay rate of \$29.83. This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility are a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee/client information is necessary.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.