



ST. PATRICK'S HOME OF OTTAWA
VOLUNTEER SERVICES

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: NURSING ASSISTANT

Purpose: To assist nursing staff in providing quality service to our Residents

Tasks and Responsibilities:

1. Report to your assigned unit
2. Assist with serving/ feeding Residents on unit lounge
3. Help set-up and tidy up lounge before and after each meal
4. Escort Residents to Chapel, activities, hairdresser, rehab, up and down ramp as requested by staff or Residents themselves
5. Assist making resident's bed if appropriate
6. With resident permission, tidy up room, if necessary
7. Spend free time visiting with Residents as needed
8. Answer call bell as necessary throughout the day. If unable to help resident, notify the nurse
9. Report any concerns or problems to staff
10. Other related duties as requested

Time Commitment: To be determined during interview.

Skills and Qualifications:

- Ability to follow directions and work in a team
- Sensitive to the needs of the elderly, understanding
- Honest, reliable, patient and committed
- Good listener
- Ability to respect confidentiality

Orientation and Training:

- A general orientation to the Home will be provided prior to beginning your responsibilities
- On the job training with staff or peer volunteers
- Ongoing educational programs are provided when appropriate
- Familiarization of emergency codes and procedures
- Wheelchair safety and etiquette
- Video "Bon Appetit: How to Create Meaningful Meal Times"

Boundaries and Limitations:

- Volunteers may **not** transfer or toilet residents by self, but may assist the nurse if requested. Nurse must ensure that volunteer has been properly trained prior to asking a volunteer to assist with transfers.
- Do not remove restraints, wheelchair table, call bell, lower bedrails unless you have verified it with the nurse first
- Comfortable, flat closed-shoe footwear must be worn at all times while on duty.

Health & Safety:

- The safety of the resident, staff/volunteers is inherent in all aspects of each person's responsibilities. Vigilance to safety includes delivery of direct resident care as well as the living environment of each resident and working conditions for all staff/volunteers and visitors.
- All workers under the Occupational Health and Safety Act have the responsibility to observe safe work practices, avoid risks and to use common sense. Any hazardous conditions or accidents, whether anyone is hurt or not, should be reported immediately your supervisor, unit nurse and/or Coordinator of Volunteer Services.
- Volunteers should not come to work if they are ill, have a rash, cold or other infectious disease.
- Hand washing is the best infection control. Make sure you wash your hands before you start assisting or feeding someone and as often as you can.
- Influenza immunization is strongly recommended

Accountability:

- It is very important to report any absence to your assigned unit

Benefits:

- Opportunity to develop human relations
- Exposure to the field of gerontology and agency operation
- Increased knowledge and experience working with the elderly
- Free parking is provided to volunteers
- A beverage ticket is issued to volunteers who meet the criteria
- Self-satisfaction of helping residents
- References can be obtained upon termination if a volunteer has been engaged for more than 40 hours
- Recognition events throughout the year