



Skwłāx te Secwépemcúłecw – Job Description

JOB TITLE: Personal Care

FULLTIME

Aid

DEPARTMENT:

Wellness

REPORTS TO:

Executive Director

of Wellness

The Organization:

Skwłāx te Secwépemcúłecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépemctsín, the traditional language. The community has demonstrated a strong vision and drive in economic development. Through the creation of Quaaout Lodge, Talking Rock Golf, and Le7ka Spa, SteS has helped promote Secwépemc culture while developing world-class accommodation and leisure experiences. The Band has not only led the way in tourism within the Shuswap region, but has also worked to challenge stereotypes and perceptions of reserve life with a focus on community development, wellness, and cultural identity.

Skwłāx te Secwépemcúłecw is structured around four core pillars: Administration, Wellness, Territorial Stewardship, and Economic Development. The Wellness Department is responsible for the overall health and well-being of the community, delivering integrated support across physical, mental, emotional, and cultural domains.

Job Summary:

Reporting to the Health Manager, the Personal Care Aide (PCA) provides compassionate and culturally respectful home and personal care services to community members, with a focus on supporting Elders and individuals with assessed care needs. As part of the Home and Community Care team, the PCA assists community members with daily living activities such as bathing, mobility, hygiene, feeding, and transportation, based on individual care plans.

Duties will be delegated by the Home Care Nurse and carried out under their supervision.

The Personal Care Aide may also perform health-related tasks that have been delegated by a regulated health professional, where appropriate training and direction have been provided. In



addition to personal care, the PCA supports elder programming, monitors well-being, and promotes independence and self-sufficiency in a safe and respectful manner.

Core Responsibilities:

Personal and Home Care Support

- Assist Elders and community members with personal hygiene needs including bathing, grooming, dressing, and toileting
- Support mobility and transfers using safe techniques and assistive devices as required
- Assist with feeding and hydration based on individual care plans
- Participate in prescribed exercise and mobilization routines as directed
- Perform delegated health-related tasks such as medication administration, catheter care, and application of dressings following appropriate training
- Provide transportation for Elders and community members to medical appointments and essential travel as required
- Encourage and promote independence and self-sufficiency for Elders and community members

Monitoring and Well-being

- Monitor the general well-being of Elders, community members, and their caregivers or families
- Provide basic guidance on daily living, meal planning, and special dietary advice
- Maintain accurate and confidential care records

Elder Programming and Community Engagement

- Support elder programming by organizing information sessions, workshops, and group events
- Deliver all services in a culturally respectful and compassionate manner
- Collaborate with other departments and community partners to enhance program delivery

Health, Safety, and Team Collaboration

- Observe routine precautions and infection control procedures to maintain a safe and healthy environment
- Work as an effective member of the Home and Community Care team under the direction



of the Health Manager

- Participate in team meetings and training sessions as required

Basic Qualifications | Requirements for position:

- Completion of a Personal Care Attendant (PCA) certificate or equivalent health care assistant training; or currently enrolled in such a program. An equivalent combination of education and relevant experience may be considered.
- Minimum 2 years of experience providing personal care and home support services, preferably within Indigenous or community-based health settings.
- Ability to perform delegated health-related tasks safely and competently following training and direction from regulated health professionals.
- Knowledge of Secwépemc language and culture is considered an asset.
- Strong interpersonal skills with a compassionate, culturally respectful approach to supporting Elders and community members.
- Ability to work independently and collaboratively within a team in a flexible, community-focused environment.
- Understanding of infection prevention and control protocols and commitment to maintaining a safe work environment.
- Basic computer skills, including familiarity with electronic record-keeping systems is considered an asset.
- Flexibility to work varied hours, including evenings and weekends, as needed.
- Valid Class 5 Driver's License and access to a reliable vehicle
- Must be able to obtain and maintain a Criminal Record Check with Vulnerable Sector clearance
- Must be able to commute or relocate to Chase, BC or surrounding areas prior to start of employment

Physical Demands:

The Personal Care Aide role involves physically demanding tasks that require strength, endurance, and mobility. The Personal Care Aide may be required to:

- Assist Elders and community members with personal care activities such as bathing, grooming, dressing, toileting, and feeding
- Support mobility and transfers using safe techniques and assistive devices



- Participate in lifting, bending, and prolonged standing or walking during home care visits
- Provide transportation to medical appointments and community events, sometimes requiring long periods of driving
- Maintain emotional resilience when supporting Elders and community members with complex health needs

Working Conditions:

This position primarily involves home visits within the community and occasional work in community or program spaces. The Personal Care Aide will work in a variety of environments, including private residences, which may have differing levels of accessibility and cleanliness. Flexibility is required to work occasional evenings or weekends to support community needs or elder programming.

The Personal Care Aide must maintain confidentiality, cultural sensitivity, and professional conduct at all times due to the sensitive nature of personal care and health information handled. The role requires collaboration with Elders, family members, healthcare professionals, and the Home and Community Care team.

Equipment and Software:

- Medical and personal care equipment such as transfer aids, mobility devices, and hygiene supplies
- Basic computer equipment (laptop or tablet) for electronic record-keeping and communication
- Basic office equipment such as telephones, photocopiers, and printers

Confidentiality:

- Maintain strict confidentiality of all community member, staff, and organizational information in accordance with Skwłāx te Secwépemcúlecw policies and applicable legislation
- Handle all personal care and health-related matters with discretion, professionalism, and cultural sensitivity
- Ensure secure management of records, reports, and personal information
- Uphold the privacy, dignity, and trust of all community members in all interactions



EMPLOYEE ACKNOWLEDGMENT

I have reviewed the Skwłāx te Secwepemcúlecw (SteS) job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined within the job description. I understand that my job may change on a temporary or regular basis according to the needs of the operation without it being specifically included in the job description. If I have any questions about the job duties not specified in this description that I am to perform, I should discuss them with the Executive Director and/or designate.

I further understand that future performance evaluations and merit increases to my pay are based on my abilities to perform the duties and responsibilities outlined in this job description to the satisfaction of the Executive Director and/or designate.

I have discussed any questions I may have had about this job description prior to signing.

Reviewed by _____ Date: _____
Incumbent: _____

Approved by _____ Date: _____
Supervisor: _____

