

JOB POSTING – Personal Care Aid

About the position

Position	Personal Care Aid
Reports to	Health Manager
Start Date	ASAP
Status	Permanent
Location	In person

Summary

We are currently seeking a compassionate and reliable Personal Care Assistant (PCA) to join our team. This position is ideal for someone who is flexible, enjoys helping others, and is available to work on a full-time basis.

What you will do

- Assist clients with activities of daily living (ADLs), including bathing grooming, dressing, toileting, and hygiene
- Supports clients with mobility, transfers, and positioning
- Provide medication reminders and monitor for changes in health status
- Prepare meals and assist with feeding as needed
- When providing medical care, occasionally conduct light housekeeping (bed making, cleaning, meal preparation), and personal hygiene
- Offer companionship and emotional support to clients
- Maintain accurate documentation of care provided and observations
- Communicate effectively with clients, families, and healthcare team members
- Respond promptly to on-call requests and adapt to varying care environments
- Ensure a safe and healthy working environment by observing routine precautions and infection control procedures

Case Management

- Identify persons requiring Home Care and client needs
- Coordinate appropriate care and equipment including other community resources as required
- Support doctors when they come into the Health Centre, serving as a medical office assistant
- Provide information to other health care professionals as required
- Complete mandatory documentation on client charts in an accurate and timely manner

Qualifications: Education and Experience

- Home Support Worker or Personal Care Aide Certification (or comparable certification)
- Previous experience as a PCA, HCA, or caregiver preferred
- Certification in First Aid/CPR
- Criminal Record Check with Vulnerable Sector clearance
- Valid Driver's License
- Reliable transportation and ability to travel to client locations
- Availability for on-call shifts, including weekends and holidays

Skill Sets and Competencies

- Strong personal interest and commitment to Gitsegukla First Nation's vision, mission and values
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset
- Good understanding of human resources principles, policies and procedures
- Ability to forge strong relationships with a variety of employees, managers, partners, vendors and partners
- Is approachable, professional, personable and able to build harmonious working relationships with co-workers and all external stakeholders
- Ability to organize, multitask, prioritize and work under pressure
- Strong knowledge of administrative and clerical procedures
- Ability to follow individualized care plans and adapt to client needs
- Familiarity with safety protocols and emergency procedures
- Physical ability to perform caregiving tasks (e.g., lifting, standing for long periods)

For more information and to apply:

- Submit your resume and cover letter to hiring@gitsegukla.net, with the position title in the subject line.
- Deadline: September 25, 2025
- For more information, please contact: nicole.aksidan@gitshealth.ca

Persons of Indigenous ancestry will be given preference. s16(1) CHRA. We thank all applicants for their interest. Only those selected for an interview will be contacted.