



## Opaskwayak Health Authority Beatrice Wilson Health Centre Health Care Aide

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Health Care Aide** to work in the Home Care Department.

### Job Summary

Reporting to the RN Case Coordinator-Home Care, the Health Care Aide (HCA) is responsible for providing personal care & home support services; and related general administration. The HCA follows OHA policies & procedures; provincial & federal standards; works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the department.

### Position Requirements:

- Grade 12 or GED equivalent
- Health Care Aide Certificate
- Valid Manitoba Class 5 Driver's License & daily access to a vehicle
- CPR, First Aid, Food Safety, Lifts & Transfers, Transportation of Dangerous Goods, WHMIS (preferred)
- 1 year related experience
- Satisfactory employment record including attendance at work
- Proficiency in Microsoft Word, Excel, Outlook

**Closing Date:** Open until filled

### Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check & child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Carol Buchberger, Human Resource Manager**

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: [carol.buchberger@ocnhealth.com](mailto:carol.buchberger@ocnhealth.com)

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.