



JOB DESCRIPTION

Job Title: Health Care Aide/Driver	Reports To:	Charge Nurse/Nurse Manager
Job Holder:	Cost Centre:	Mental Health - Outpatient

BACKGROUND INFORMATION

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 124-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

Postholder works in a patient care unit within the hospital. Provides basic nursing care to patients within their scope of abilities and performs other miscellaneous duties as assigned. The post holders should employ the core values of the organization in their interaction with the organization’s customers and guests.

JOB PURPOSE

The Health Care Aide/Driver is a non-licensed health care provider who assists in delivering nursing care to individuals within their scope of practice and transporting clients and supplies to and from the facility.

DIMENSIONS

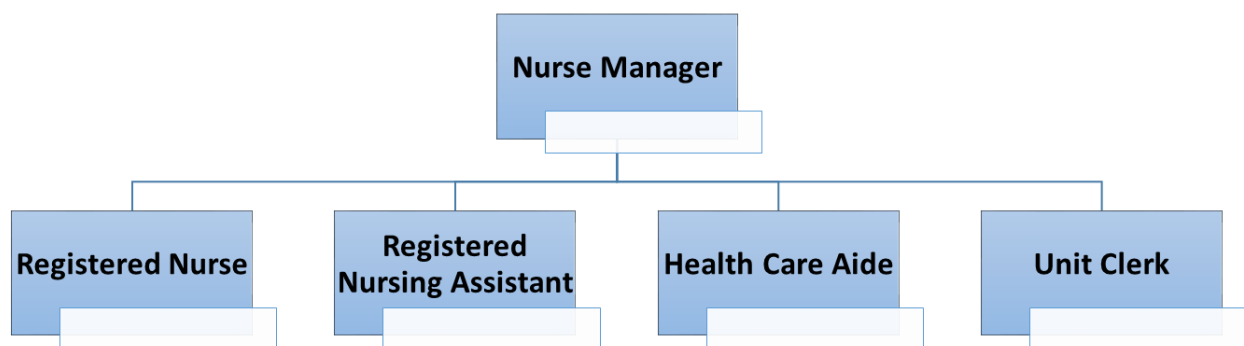
- Post holder has no budgetary responsibility
- Post holder has no supervisory responsibility
- The post holder transports supplies
- The post holder transports clients to and from facility.

PRINCIPAL ACCOUNTABILITIES

- A. Assists and feeds patient requiring help, and provides extra nourishment between meals and fresh water as necessary
- B. Assists with lifting, positioning, moving and ambulating patients
- C. Takes and records vital signs.
- D. Transports patients by wheelchair, stretcher, or bed and escorts ambulatory patients around the facility as necessary.

- E. Responds to patient calls, determining and meeting patient's needs and/or reporting patients' concerns and requests
- F. Assists with meeting personal hygiene to increase the comfort and well-being of the patient.
- G. Communicates information and basic instructions to patients, families, and visitors.
- H. Monitors the safety of patients, visitors, and others
- I. Participates in occupational and educational activities as needed
- J. Assists patients with activities of daily living
- K. Maintains a neat and clean patient and service area
- L. Cleans equipment as directed
- M. Maintains positive interpersonal skills with patients, visitors, and staff (managers spend long hours educating non-clinical staff on this).
- N. Performs miscellaneous duties as assigned

ORGANISATION CHART



KNOWLEDGE, EXPERIENCE AND SKILLS

- - Nursing Assistant Certificate
 - High School diploma or equivalent
 - CPR Certificate.
- Valid driver's license (minimum of Group 3)
- Clean traffic record
- Must have three (3) years minimum driving experience.

Post holder must:

- Have basic Windows skills
- Demonstrate the ability to use and comprehend oral and written English
- Exhibit a caring and compassionate attitude, respecting the diversity of religion, race, culture, gender, sexual orientation, and medical diagnosis.

ASSIGNMENT AND PLANNING OF WORK

- Workload and assignments are determined by the assigned area
 - Work is assigned by the licensed personnel with whom post holder works
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SUPERVISION OF OTHERS

None

OTHER WORKING RELATIONSHIPS

All members of the health care team

DECISION-MAKING AUTHORITY AND CONTROLS

The post holder has no decision-making responsibility

PROBLEM/KEY FEATURES

- Long hours standing/walking/lifting.
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WORKING CONDITIONS

- Unsocial hours in some areas
 - Volume and pace of work vary according to the assigned area
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Approved by:	<i>SNO</i>
Date approved:	<i>September 2017</i>
Reviewed:	<i>August 24, 2022</i>
Next Review	<i>August 24, 2025</i>