



Are you passionate about making a difference in the lives of others? The Cove Guest Home is seeking compassionate, dedicated, and flexible **Continuing Care Assistants (CCAs)** to join our team on a casual basis! As a CCA, you'll play a vital role in providing high-quality care and creating a welcoming, supportive environment for our residents. If you're driven by kindness, teamwork, and a commitment to enhancing the well-being of others, this opportunity is perfect for you!

Title: Continuing Care Assistant (CCA)

Reports to: Registered Nurse (RN) / Licensed Practical Nurse (LPN)

Status: Unionized; UNIFOR local 4620

Wage: \$22.23 – \$24.10/hour with shift premiums of \$2.35/hour for shifts between 7 p.m. to 7 a.m. and weekends, plus time and a half for shifts worked on holidays.

Schedule: Provide your availability a month in advance and enjoy a flexible schedule of 8-hour shifts – days, evenings, nights, and/or weekends. Keep in mind that you may often be called in with short notice.

Job Summary: As a CCA, you'll play a vital role in supporting our residents with their daily needs—helping with activities like dressing, bathing, mobility, and mealtime. You'll provide personalized care while fostering dignity and comfort. You'll also build meaningful relationships, monitor health changes, and collaborate with healthcare professionals and families to ensure our residents feel truly cared for in every way.

Functions and Responsibilities:

- Receive report, assignments and note activities and outside appointments at start of shift as directed by the RN.
- Promptly answer resident requests and calls to determine resident needs.
- Bathe. Dress. Assist residents with personal hygiene to increase comfort and well-being.
- Feed and assist residents in dining areas and provide between meal nourishment and water as required. May serve and collect food trays.
- Assist residents to and from medical appointments, dining room and in-house activities.
- Measure and document resident temperature, pulse, respirations, blood pressure, weight, intake and output as directed, monthly.
- Communicate well with residents, family and staff. Clarify instructions received from Supervisor. Communicates effectively with others including residents, families, co-workers, Management and public.
- Provide and document treatments such as eye drops, ear drops, nasal sprays, creams and ointments.

- Complete each resident flow sheet accurately and promptly. Update Resident Personal Care Lists monthly or as necessary.
- Complete hourly rounds to check on residents, more often if required.
- Document all pertinent resident information on progress notes upon consultation with RN/LPN.
- Report all changes in resident condition to RN/LPN promptly.
- Assist in therapy treatments including walking and exercising as instructed by PT, OT, and RN/LPN.
- Complete all delegated nursing duties proficiently as outlined in policy.
- Report and complete incident reports on accidents/incidents observed, also reports any unusual conditions or adverse reactions to RN.
- Ensure all residents have call system within easy reach and know how to operate the system.
- Report all unsafe conditions or equipment to the RN/LPN, and/or Resident Clinical Coordinator.
- Maintain confidentiality in all dealings with residents, staff, and the Cove Guest Home.
- Attend Unit Care Conferences.
- Participate in opportunities to further personal/professional growth, enhance resident care and further practice of nursing.
- Responsible for carrying out other duties as may be required by the Continuing Care Assistant/Personal Care Worker and as determined by the Director of Resident Care.

Requirements:

- Graduate of an approved CCA program is required.
- Current CCA registration in the Province of Nova Scotia is required.
- First Aid & AED Certification is required.
- Adherence to ethical and respectful care practices.
- Effective communication skills, both written and verbal in English.
- Strong interpersonal skills with an ability to work effectively in a multidisciplinary team.
- Availability to work a schedule of flexible hours and all shifts inclusive of days, evenings, nights, weekends, and holidays.
- Demonstrated ability to attend work on a regular and consistent basis.

Working Conditions:

- Ability to continuously walk, stand, bend, twist, reach, and move quickly for extended periods.
- Ability to lift, push or pull up to 50 lbs.



Job Post:
Continuing Care Assistant (CCA) – Casual

Benefits:

- Priority placement at a brand new on-site childcare facility operated by the YMCA of Cape Breton.
- Participate in our Gas/Heating Oil Program with SYDCO Fuels and save 5 cents off a litre of gas.
- Access to our Employee and Family Assistance Program (EFAP), offering confidential support for mental health, stress management, and personal challenges that's available 24/7 at zero cost.
- Eligible for Pension Program after probationary period is complete.

To Apply:

This position is open until filled. Please submit your application by email to jessica@coveguesthome.com. Include a cover letter and resume that explains your interest in the role, why you believe you are a strong candidate, and highlights your relevant experience and skills. We also require a completed [Application for Employment Form](#). Applications will only be accepted by email. Although we thank all applicants for their interest, we will only contact those we wish to interview.