



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: Director of Care or delegate (RN/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, weekends and holidays. 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 shift report, review assignments, and note scheduled resident activities or appointments as directed by the RN.
- Assist residents with activities of daily living, including bathing, dressing, grooming, oral care, toileting, mobility, and skin care to promote comfort and well-being.
- Support residents during mealtimes with feeding and providing nourishment and fluids between mealtimes and as needed. May assist with serving and food tray collection.
- Respond promptly and compassionately to resident calls and ensure call systems are accessible and understood.
- Assist residents to and from external medical appointments, the dining room, and in-house activities.
- Provide and document treatments such as eye drops, ear drops, nasal sprays, creams, and ointments in accordance with care plans.
- Monitor and document resident vital signs, weight, intake and output, and other health indicators as directed. Accurately complete flow sheets and update care documentation as required.
- Perform routine safety and well-being checks, including hourly rounds or more frequently as needed.

- Communicate respectfully and effectively with residents, families, staff, volunteers, and other members of the healthcare team. Clarify instructions with supervisor when needed.
- Report changes in resident condition, safety concerns, or incidents to the RN/LPN promptly and complete necessary documentation.
- Assist with therapy programs under the guidance of physiotherapists, occupational therapists, and nursing staff, including walking and exercise routines.
- Maintain a clean and organized resident environment, including making beds and tidying rooms.
- Provide companionship and emotional support to residents to enhance their quality of life.
- Follow infection prevention and control protocols during all care activities.
- Maintain confidentiality of resident, staff, and organizational information at all times.
- Participate in care conferences and opportunities for professional development to enhance resident care and nursing practice.
- Perform other related duties as assigned by the Director of Care or designate to support resident care and facility operations.

Qualifications:

- Graduate of an approved CCA/PCW Course.
- Current CCA/PCW registration in the Province of Nova Scotia.
- Current First Aid, CPR & AED certification.
- Previous experience in long-term care is an asset.
- Completion of Alzheimer's and Dementia Care course is an asset.
- Adherence to ethical and respectful care practices with a demonstrated ability to provide compassionate, resident-centered care.
- Effective English communication skills (verbal/written).
- Strong interpersonal skills with an ability to work independently and collaboratively within an interdisciplinary team.
- Physical ability to meet the demands of the position (working conditions).
- Flexibility to work various shifts, including 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.
- Ability to assist residents with varying levels of mobility and cognitive ability.

Benefits:

- Priority placement at a brand new on-site childcare facility operated by the YMCA of Cape Breton.



Job Post:
Continuing Care Assistant (CCA) – Casual

- 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](#) (found on the Careers page of our website). Applications will only be accepted by email. Although we thank all applicants for their interest, we will only contact those we wish to interview.