



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Client Care Assistant

DEPARTMENT: Wellness Centre/ Special Needs Unit

MINISTRY: Ministry of Health and Human Services

LOCATION: This job is based at the Wellness Center in either Grand Turk or South Caicos. At the discretion of the TCI Public Service it may be relocated to another part of TCI.

JOB SUMMARY:

This is a practical nursing position with basic level responsibility for patient health care in the Wellness Centers.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist with the performance of simple tasks such as urine testing, recording vital signs, recording fluid balance and collection of specimens.
2. Ensure handling of and serving the elderly and persons with disabilities in a safe and comfortable manner by using correct medical assessment.
3. Participate in preparing the plan of care for clients on a day to day basis.
4. Perform duties and routine procedures by assisting the elderly and persons with disabilities with their activities of daily living e.g. nutrition and elimination needs.
5. Assist with the repositioning of bedridden clients in the prevention of bedsores.
6. Assist in maintaining a clean and safe environment.
7. Maintain accurate and appropriate documentation.
8. Participate in activities that stimulate physical and mental health of the elderly and persons with disabilities.
9. Protect and prevent the elderly and persons with disabilities from hazards due to immobility.
10. Keep the supervising nurse and colleagues informed of each client's condition in a timely manner and with the change of each shift.
11. Provide assistance to the elderly and persons with disabilities with walking and moving in and out of bed.
12. Report unusual incidents and changes in condition to Wellness Center Supervisor/Deputy Wellness Center Supervisor.
13. Assist in maintaining and conserving materials and equipment.
14. Participate in staff development programs.
15. Adhere to all Public Service codes, rules and regulations.





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16. Perform other related tasks which may be assigned by the job holder's Supervisor.

QUALIFICATIONS AND EXPERIENCE:

Qualifications:

- Successfully completed high school and obtained a high school diploma.
- A basic training course in assistant nursing.

Experience:

The position requires two (2) to three (3) years on the job experience in the Wellness Center to acquire the necessary competencies to effectively respond to the challenges of the job.

Compensation:

Grade 4.1 on the Health Sector Scale \$32,550.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate. Applications should be addressed to the Office of the Human Resource Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

