

Nurse Aide/ Assistant

Job Description

AT A GLANCE

A certified nurse aide (CNA), also known as health care aide, hospital attendant, or nursing assistant, plays an essential role in helping registered nurses and licensed practical nurses with hands-on patient care. CNAs work in nursing facilities, inside homes, hospitals and assisted living facilities. The hourly wage for this role in British Columbia is \$14.05.

DUTIES/RESPONSIBILITIES (The National Network of Career Nursing Assistants)

- Dressing
- Bathing and skin care
- Feeding
- Mouth and hair care
- Making beds
- Toileting assistance and catheter care
- Bowel and bladder care
- Taking vital signs (temp, pulse, blood pressures etc)
- Helping patients walk with gait belts, walker, cane and other devices
- Assisting with range-of-motion exercises
- Transfer wheelchair-bound patients using safe patient handling devices
- Turning and positioning bedridden patients regularly
- Reporting all changes to the nurse
- Safety awareness
- Observing, reporting and documentation
- Post-mortem care

Qualifications

SKILLS / KNOWLEDGE

Grade 12, medical terminology and graduation from a recognized Nursing Unit Clerk program plus one year's recent, related experience or an equivalent combination of education, training and experience.

- Another/ Multiple language(s) is an asset.
- Ability to communicate effectively both verbally and in writing.
- Ability to work in teams collaboratively
- Highly organized and resourceful
- Ability to keyboard 35 w.p.m.
- Ability to operate related equipment.
- Ability to utilize a variety of computer software applications.

FIT

- Caring, friendly and respectful.
- Able to get on with all kinds of people.

- Good at listening and observing — to spot someone’s needs even when the patient is unable to ask for help.
- Comfortable with taking on intimate aspects of patients’ care.
- Unfazed by unpleasant tasks.
- Patient.
- Dependable.
- Good at working on their own initiative and as part of a team.
- Discreet.
- Mentally, emotionally, and physically fit.
- Familiar with health and safety issues that affect the role.
- Patient, kind, and compassionate.
- Able to operate related equipment.
- Physical ability to carry out the duties of the position.

Citation:

Staff Writers. (December 2, 2020). 4 Awesome Job Settings Most Common for CNA’s. Nurse Journal. Retrieved from:

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<https://www.allnursingschools.com/certified-nursing-assistant/job-description/>.

The National Network of Career Nursing Assistants. (n.d.). Nurses Aide/ Assistant. Explore Health Careers. Retrieved from:

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Mila Tung Cover Letter

Address: 2329 West Mall, Vancouver, BC V6T 1Z4
Phone: 604-111-1111

email: yung.99@alumni.ubc.ca

Date: December 12, 2020

Company: Vancouver Coastal Health
Location: North Vancouver, BC, CA

Re: Care Aide - Part Time

Dear Hiring Manager:

I am writing to express my interest in the Care Aide opportunity with Vancouver Coastal Health. I am currently a third year student completing a Biology degree at the University of British Columbia and I am pursuing a Nursing degree post-graduation.

I believe this opportunity will be a good learning experience for me and at the same time, grow my responsibilities working in a medical field. While I did not complete a Health Care Assistant program, I am a quick learner and I am eager to be on your team to provide the best care for patients.

Previously, I have spent two summers in Taiwan helping care for a family member who was in a minimally conscious state. I worked alongside his care aide and my responsibilities included helping him to bathe, move to and from his wheelchair, feeding him through his feeding tube, suctioning his trach tube, as well as changing his urine bag and diaper. During my spare time, I would take the initiative to help exercise his limbs to promote blood flow and give him a run through of my day or what life is like in Canada. During the time I cared for him, I could only be thankful to have such an experienced and dedicated mentor to work alongside. This further deepened my passion to provide the same care to others and made me more knowledgeable and responsible. Therefore, I believe that the skills required for your job opening correlate with the experience I have gained.

Currently, I am a volunteer at the Vancouver General Hospital; while my main responsibility is to give directions, I also seek other areas within my job description to best help those in the hospital. During one of my shifts, a woman collapsed in front of the Information Desk after expressing she had respiratory problems. I quickly asked for a nearby staff member to stay with the woman and extract potential medical history and keep her conscious while I followed protocol to call for help. I was able to quickly find an alternate Emergency number to give an accurate layout of the emergency situation for the Code Blue team to arrive. As the scene occurred, I did my best to prevent a crowd to allow the medical team to work, continued to help other patients find their way around the hospital, and calmed those who became anxious from the scene that just occurred. I believe that one of the most useful assets I am developing through my involvement in the hospital is my ability to provide solutions to problems to the best of my abilities while working within my job description. The involvement has strengthened my ability to take initiative and work independently.

I am very interested in interviewing for this opportunity and look forward to learning more about your requirements. I have enclosed my resume for additional details regarding my experience.

Thank you for your time and consideration.

Sincerely,
Mila Tung

Encl. Resume

Mila Tung

✉ yung.99@alumni.ubc.ca 📞 604-111-1111 📍 Vancouver, B.C. **in** [linkedin.com/in/milatung/](https://www.linkedin.com/in/milatung/)

OBJECTIVE

Seeking a position to work as a care aide in a professional healthcare setting where one can utilize a caring personality and apply/improve skills as a medical professional.

SUMMARY

- Adept at assessing individual needs and providing assistance as needed.
- Ability to work with students of all ages, grades, cultures and skill levels.
- Extremely patient, excellent at working without direction from administrators.
- Enthusiastic, creative and innovative team player.
- Able to inspire creative visions through positive leadership and collaborative skills.

SKILLS

- Medical Terminology (BIOL 153, CLST 301, CAPS 391)
- BIOPAC: Electrooculogram, Electromyography, and Electrocardiography
- ECG Analysis
- Use of sphygmomanometer
- Hematologic Tests (Hematocrit determination using microhematocrit centrifuge and Typing for ABO and Rh Blood)
- Vertebrate Dissection
- Data collection/ Excel
- Calm and level headed
- Quick problem solver
- General housekeeping ability
- Trained in grooming and bathing assistance
- Skilled handling of client complaints
- Outgoing and friendly personality/ demeanor
- Experienced in handling crisis situations
- Self-motivated
- Accuracy and attention to detail

EXPERIENCES

Vancouver General Hospital, Vancouver — Volunteer

February 2020 (3 hour commitment per week) - Present

- Provide directions around the hospital
- Calm anxious patients/ family members
- Accompany patients to Emergency, Dialysis or Nuclear Medicine

Mentoring the Stars, Online — Volunteer

May 2020 - July 2020

- Expanded on English lessons provided by the parent of the mentee
- Helped encourage confidence in speaking and learning a new language

Sprott Shaw College, Vancouver — Paid English Instructor

July 2019 - August 2019

- Swiftly evaluated the level of 4 to 13 students (ages 13 to 18) and personalized material appropriate for their level and interests
- Briskly connected and engaged with students within a short period of time
- Created material according to the *Theme of the Week* and deliver efficiently

- Marked and provided feedback on students' essays/ paragraphs before the end of class

Faculty of Medicine's Vancouver Summer Program, Vancouver — *Volunteer*
July 2018 - August 2018

- Was knowledgeable of campus resources and handled emotional distress
- Assisted in ensuring the program for more than 1 000 students runs smoothly
- Directed games, physical activities, and tours
- Responsible for following a tight schedule to get 50 students where they need to be in time for the next event

WGSS Library, Walnut Grove — *Librarian Assistant*
September 2015 - June 2017

- Responsible for checking new books into the computer system, and placed them on the library shelves.
- Created posters and powerpoint slides for school-wide events
- Kept paperwork properly filed
- Reserved, signed in and out books and found books for students.

Overseas Youth English Teaching Volunteer Service Program, Taiwan — *English Instructor*
June 2016 - August 2016

- Diffused potentially dangerous situations between students
- Taught informative and engaging lessons to 80 students (ages 5 to 13)
- Supported teachers in creating a successful learning environment
- Took initiative to coordinate and manage an after-school program to provide extra English lessons to 35 children.

Surrey Food Bank, Surrey — *Food Distributor/ Organizer*
December 2015 - December 2015

- Be approachable to clients of all backgrounds
- Ensure food supply meets the needs of clients
- Provide Customer Service
- Organized Food and Food Stations

EDUCATION

University of British Columbia, Vancouver — *Bachelor's of Science, Biology*
Expected June 2022

Walnut Grove Secondary School, Walnut Grove — *Diploma (Honour Roll)*
September 2012 - June 2017

- Standard First Aid & CPR C
- British Columbia Government Scholarship
- Diplôme d'études en langue française (DELF) B2
- Red Cross Level 10 Swimming Certificate

LANGUAGES

- | | |
|--------------------------|---------------------------------|
| ● English | Native or bilingual proficiency |
| ● Mandarin | Native or bilingual proficiency |
| ● Taiwanese | Limited working proficiency |
| ● French | Limited working proficiency |
| ● American Sign Language | Elementary proficiency |
| ● Swahili | Elementary proficiency |

From: Mila Tung yung.99@alumni.ubc.ca
To: John Doe
Date: December 12, 2020
Subject: Request for Reference

Dear John Doe,

I hope this email finds you well. I hope you have been able to continue inspiring students during these difficult times. Being your student, then becoming your teacher's assistant has been a rewarding and educational experience.

I am currently looking for a part-time position as a care aide and I was hoping you would consider writing a positive letter of reference; it would greatly increase my odds of being considered for a care aide position. My list of references will need to be ready by January 31th, 2021.

Attached is my resume for your review. If there is any further information that you need, please feel free to call/ text me at 604-111-1111.

Thank you for your time.

Sincerely,
Mila Tung

Encl. Resume and cover letter

From: Mila Tung yung.99@alumni.ubc.ca
To: John Doe
Date: December 12, 2020
Subject: Request for Reference

Dear John Doe,

I hope this email finds you well. I am writing to request a letter of reference for a part-time care aide position.

I am currently looking for a part-time position as a care aide and I was hoping you would consider writing a positive letter of reference; it would greatly increase my odds of being considered for a care aide position. My list of references will need to be ready by January 31th, 2021.

Attached is my resume for your review. If there is any further information that you need, please feel free to call/ text me at 604-111-1111, or speak to me before or after my shift next week on Thursday between 1 and 4 pm.

Thank you for your time.

Sincerely,
Mila Tung

Encl. Resume and cover letter

From: Mila Tung yung.99@alumni.ubc.ca

To: John Doe

Date: December 12, 2020

Subject: Request for Reference

Dear John Doe,

I hope this email finds you well. I hope the clinic is as lively as it was a few years back. Working with your patients has been one of the most rewarding experiences and it was a pleasure to have been part of the team. I am hoping you could write a positive reference for me as part of my Care Aide application.

I am currently looking for a part-time position as a care aide and I was hoping you would consider writing a positive letter of reference; it would greatly increase my odds of being considered for a care aide position. My list of references will need to be ready by January 31th, 2021.

Attached is my resume for your review. If there is any further information that you need, please feel free to call/ text me at 604-111-1111.

Thank you for your time.

Sincerely,
Mila Tung

Encl. Resume and cover letter