

3.1 Employment Criteria for all Staff Members

Operators must ensure that all staff members have the required qualifications to work in facilities. This includes staff that provides direct care to the residents, cooks and housekeepers.

Staff must

- have a valid standard Emergency First Aid and Cardio Pulmonary Resuscitation certificate. Certification must be renewed prior to expiry date
- comply with the terms of the Social Development Record Check and Criminal Record Check.
- be sixteen (16) years of age or over. Staff under nineteen (19) years of age must be supervised by an adult primary staff member at all times while providing care services directly to residents

Candidates seeking employment in an adult residential facility must have taken one of the following training programs if they want to provide direct care to residents in Special Care Homes, Community Residences or Specialized Care Bed Homes.

- Home Support Worker Program, or
- Special Care Home Worker Program, or
- Health Care Aid Program, or
- Human Services Program, or
- Nursing Assistant Program

The operator of a Specialized Care Bed Home, or at least one primary staff member, must be a registered nurse or a Licensed Practical Nurse (LPN). If not, the LTC Program Delivery Manager may exceptionally authorize the operator to purchase nursing services (minimum 1 hour per week per resident) from a registered nurse.

Operators must try to fill positions with qualified employees at time of hiring.

When the operator can show that attempts to recruit qualified employees have been unsuccessful, operators have up to one year to ensure all staff meet the required training. These staff must be under the supervision of qualified staff, unless an exemption by the Coordinator is granted. Staff should demonstrate, through a training plan, how they intend to meet the required qualifications.

Casual or relief care workers must have as a minimum a grade 12 education.