

Naracoorte Home for the Aged Inc

Longridge Aged Care

**“POSITION DESCRIPTION”**

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| **Title of Position** | Personal Care Assistant – “Carer” |
| **Award/Agreement** | Longridge Aged Care Sector Employees Enterprise Agreement 2018 |
| **Location** | 900 Attiwill St Naracoorte |
| **Reports to** | Responsible to the Nurse Manager  Reportable to the Executive Officer/Director of Care |

**Mission:**

To deliver best practice Aged Care services supporting individual residents rights, dignity and care needs.

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| **Summary of the broad purpose of the position and its responsibilities/duties:** |
| The role of the Carer is focussed on individual personal care, wellbeing and help with daily activities of Residents, as per Residents personal individualised care plans.  **Reporting/Working Relationships:**   * Refer to organisational chart attached * Responsible to the Nurse Manager * Reports to the Executive Officer/Director of Care   **Key Selection Criteria:**  Essential   * Certificate III in Aged Care * Certificate IV in Aged Care * Working towards completion of Cert III or Cert IV   Desirable   * Sound understanding of the special needs of the people who are Aged. * Experience in the delivery of care outcomes for people who are Aged. * High level understanding and commitment to WHS issues. * Demonstrated honesty and integrity in all communication. * Excellent oral & written skills enabling effective dialogue with residents, family and other staff. * Ability to maintain positive and appropriate relationships with residents and/or their families/representatives. * Good organisational and time management skills including the ability to establish priorities and plan work. Good keyboard skills. * Can do attitude, established capability to work autonomously and to be self-motivated. * Well presented, polite and conduct yourself professionally at all times. * Strong work ethic inclusive of reliability. * Understanding of the Aged Care community.   **Physical Standards:**   * Walking, standing, bending, squatting – 75% * Lifting/stretching, equipment use & trolley use – 20% * Sitting 5%   **Principal Responsibilities**  *In accordance with the philosophies and policies of Longridge Aged Care the Carer shall use initiative, skills, and team ethics to:*   * Responsible for the day to day management of residents care needs (showering, dressing, toileting, bed-making, etc.) as allocated by senior clinical staff & communication systems (i.e.Handover orders, Procedure Manuals, Care Plans, Duty Lists etc.). * Responsible for maintaining the basic cleanliness & tidiness of resident’s rooms & bathrooms daily. * Responsible for the safe & effective management of resident’s medication needs (delivered via Webster System packaging) & as per annual credentialing standards & competencies. * Responsible for the timely & effective completion of resident assessments & documentation requirements to support effective care plans & meet funding & validation requirements. * Communicate all resident’s changing needs to nominated clinical managers (Nurse Manager, RNs or ENs ) so that appropriate clinical & care goals & expectations can be developed to meet resident’s changing needs. * Responsibility to address resident needs when incidents occur & ensure comprehensive documentation of all contributing factors. Following consultation with senior staff (RN on call or duty) implement corrective actions as directed & review own personal performance to ascertain if that may have contributed to the incident. * Provide emotional support & counselling to residents & their families and fellow staff as they accept the changes of ageing. * Responsible for nominated cleaning duties in common areas of the complex listed as per Duty Statements for each shift. * In consultation with clinical management (EO/DoC, NM, RNs & ENs) to participate in the review &/or development of policies & procedures supporting care & service provision. * Responsible for the compliance to all current legislative & industry regulations. (E.g; WHS, Controlled Substances Act, Medication Management Best Practice Principles, etc) * Assist in the orientation & training of fellow carers as they join the care team. * Monitor & report to management (confidentially) fellow staff performance so as to rectify unsafe practices or unprofessional conduct that may require action. * Participate in organisational wide staff development by awareness of current staff skills & identifying education / training deficits. Communicate findings to NM to include in Staff Development Program. * In consultation with clinical management (EO/DoC, NM, RNs & ENs) identify personal performance strengths & opportunities for improvement at annual Staff Performance Management review. Improvement opportunities identified then develop appropriate goals & strategies to work with senior staff to achieve performance measures & skill development. * Acts in the Fire / Emergency Co-ordinator role if designated on the roster. * Actively review all systems, processes & equipment – identifying & reporting to CI & WHS Committees opportunities for improvement to enhance a safe & effective working & living environment. * Responsible for the appropriate use of clinical stock & ordering systems, ensuring cost effective usage & waste minimisation, therefore use all resources cost effectively to deliver high quality care & services. * Participation in the consultative process with clinical managers (EO/DoC, NM, RNs & ENs) at Staff Meetings to identify appropriate staffing level needs.   **Expectations**   * Compliance & commitment to all policies, philosophies & procedures of Longridge Aged Care. * In accordance with the Aged Care Charter of Rights respect the Residents’ individuality, rights, obligations, privacy and freedom of choice. * Promote the independence of Residents by empowering them through the provision of choices in their daily living activities. * STRICT adherence to maintaining the confidentiality of information relating to residents, fellow staff, relatives, friends & visitors and the employer at all times. * Responsibility for the provision of safe working & living environment for staff & residents by effective WHS systems, policies & procedures. * Professional documentation. * Careful and correct use of stores and equipment with due regard to economy. * Continue to develop personal and professional skills and knowledge. * Be an effective team member by showing support and respect, communicating effectively and demonstrating a commitment to the team.   **Confidentiality:**   * All staff must ensure organisational, staff and resident confidentiality and privacy is maintained at all times   **Expectations:**   * Compliance & commitment to all policies, philosophies & procedures of Longridge Aged Care.   **Work Health Safety (Occupational Health Safety & Welfare)**  *All staff has a legal obligation to ensure that health and safety of staff, residents and others are maintained at Longridge Aged Care. Staff are required to commit to all policies and procedures providing a safe working environment. All staff shall:*   * Demonstrate leadership and commitment to all reasonable instructions, policies, procedures and programs relating to health and safety at Longridge Aged Care including the Fire Plan, Occupational Health and Safety policy and all relevant Regulations and Codes of Practice approved by the South Australian Occupational Health and Safety Commission. * Longridge promotes the participation of workers in the safety program. Workers have obligations under the Workplace Health and Safety Act 1995 and are expected to follow the Company’s safety directions to create and maintain a safe and healthy workplace. |

**“I have read and understand that the statements and estimates above and on attachments are a description of the functions assigned in my position”**

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Date

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Date