



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>ANCILLARY WORKER</b>
<b>Award/Agreement:</b>	<b>Naracoorte Home for the Aged Inc. Aged Care Sector Employees Enterprise Agreement 2018.</b>
<b>Location:</b>	<b>900 Attiwill St Naracoorte SA 5271</b>
<b>Reporting to:</b>	<b>Ancillary Manager Executive Officer/Director of Care</b>
<b>Direct Reports:</b>	<b>NIL</b>

## ORGANISATIONAL CONTEXT

### Our Vision

To deliver safe & quality care, where every person is cherished and their individual needs and choices are supported throughout their ageing journey.

## PURPOSE OF THE ROLE

The role of the Ancillary Assistant is focussed on the ongoing Food Safety Program of the Kitchen, maintaining cleaning duties and Laundry programs at the Longridge organisation in line with its assets in accordance with the Strategic and Operational Plans

## KEY ACCOUNTABILITIES

<b>Key Accountabilities</b>	<b>Actions/results required</b>
<p>1. Principal Responsibilities - In accordance with the philosophies and policies of Longridge Aged Care the Ancillary Assistant shall use initiative, skills, and team ethics to:</p>	<ul style="list-style-type: none"> <li>• Participate in the ongoing development and management of the Longridge Catering Services;</li> <li>• Responsible for the timely delivery of quality food services to residents, relatives, visitors &amp; staff as per the area duty statements;</li> <li>• As required document accordingly information pertaining to services, policies procedures and programs to meet: Food Safety Standards: Industry Regulation: legislation:: Funding Validation and Accreditation requirements;</li> <li>• Adhere to use of all resources to deliver high quality food services within budget guidelines;</li> <li>• Communicate resident's changing nutrition patterns to nominated managers (Ancillary Manager, EO/DoC, CN or RNs) so that the resident's care plans can be reviewed &amp; adjusted to meet resident's current needs; (E.g.; speech pathology referrals)</li> <li>• In consultation with management (Human Resource Manager &amp; Ancillary Manager) identify your own personal performance strengths &amp; opportunities for improvement at annual Staff Performance Management review. Through this process identify opportunities to develop appropriate goals &amp; strategies for the following year.</li> <li>• Monitor &amp; report to management (confidentially) fellow staff</li> </ul>

	<p>performance so as to rectify unsafe practices or unprofessional conduct that may require action.</p> <ul style="list-style-type: none"> <li>• Assist in the orientation &amp; training of new staff as they join the Longridge team.</li> <li>• As per duty statements, maintain meticulous cleanliness and tidiness of areas utilised by the Ancillary Staff (including Rec Room etc.).</li> <li>• Actively seek the assistance of care staff to address resident needs when incidents occur &amp; convey a comprehensive explanation to the attending care staff of all contributing factors, noting efforts in the diary for Ancillary Manager to follow up.</li> </ul>
2. Expectations	<ul style="list-style-type: none"> <li>• Compliance &amp; commitment to all policies, philosophies &amp; procedures of Longridge Aged Care;</li> <li>• In accordance with the Resident's Charter of Rights respect the Residents' individuality, rights, obligations, privacy and freedom of choice;</li> <li>• Promote the independence of Residents by empowering them through the provision of choices in their daily living activities;</li> <li>• STRICT adherence to maintaining the confidentiality of information relating to residents, fellow staff, relatives, friends &amp; visitors and the employer at all times;</li> <li>• Responsibility for the provision of safe working &amp; living environment for staff &amp; residents by effective OHS&amp;W systems, policies &amp; procedures</li> <li>• Careful and correct use of stores and equipment with due regard to economy;</li> <li>• Continue to develop personal and professional skills and knowledge;</li> <li>• Attend staff meetings; participate in organisational wide staff development &amp; training sessions, and any other gatherings as directed by LAC.</li> </ul>
3. Safe Work Practices	<ul style="list-style-type: none"> <li>• Keeping work areas (including those not in use or in use by others who are busy &amp; need support) clean, well-organised &amp; free of obstructions or hazards;</li> <li>• Reporting immediately to the maintenance department &amp; where practicable removing from use, or labelling as unfit for use faulty, damaged or otherwise unsafe equipment, furniture or fittings;</li> <li>• Taking personal responsibility for removing from use or labelling as unfit for use faulty, damaged or otherwise unsafe equipment, furniture or fittings, which are reported to them;</li> <li>• Cleaning up spillages, however caused &amp; whomever caused by, immediately;</li> <li>• Always use Wet Floor signs if wet or uneven floors present a slip &amp; fall hazard;</li> <li>• However the kitchen or other departments are, helping all workmates to comply with safe work practices;</li> <li>• Actively seek assistance of care staff to address resident needs when incidents occur &amp; convey a comprehensive explanation to the attending care staff of all contributing factors, noting efforts in diary for Ancillary Manager to follow up.</li> </ul>
4. Skills & Personal Attributes	<ul style="list-style-type: none"> <li>• High standards of cleanliness and hygiene;</li> <li>• A high standard of verbal, written and communication skills which</li> </ul>

	<p>displays honesty and integrity at all times;</p> <ul style="list-style-type: none"> <li>• Ability to be reliable, honest and conscientious, have an eye for detail, deliver high quality work and not cut corners;</li> <li>• Can do attitude, established capability to work independently and to be self-motivated;</li> <li>• Be well - presented, polite and conduct themselves professionally at all times.</li> </ul>
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### POSITION CONTACTS

Most frequent contacts	Internal/external	Nature or Purpose of Contact
Ancillary Manager	Internal	<ul style="list-style-type: none"> <li>• Provision of information as required.</li> <li>• Annual Performance Appraisals.</li> <li>• Ancillary Manager offers guidance, support &amp; education. Reference point for duties &amp; tasks.</li> </ul>
LAC Residents & Families	Internal	<ul style="list-style-type: none"> <li>• Respectful interactions that understand people who are aged.</li> </ul>
Human Resource	Internal	<ul style="list-style-type: none"> <li>• Communicate effectively with any staff performance issues or queries.</li> </ul>

### Key Performance Indicators

These will be developed by the manager in consultation with the incumbent and will be regularly reviewed.

### WORK, HEALTH AND SAFETY

LAC staff has a legal obligation to ensure that health and safety of staff, residents & others is maintained at all times. Staff is required to commit to all policies & procedures providing a safe working environment. All staff shall:

<ul style="list-style-type: none"> <li>- Demonstrate leadership and commitment to all reasonable instructions, policies, procedures and programs relating to health and safety at Longridge Aged Care. This includes Fire Safety &amp; attending training annually, adhering to the Work Health &amp; Safety Policy and all relevant Regulations and Codes of Practice approved by SafeWork SA.</li> </ul>
<ul style="list-style-type: none"> <li>- LAC promotes the participation of workers in the safety program. Workers have obligations under the Safe Work Australia 2011 WHS and the implementation of these laws through SafeWork SA and as such, are expected to follow the Company's safety directions to create and maintain a safe and healthy workplace.</li> </ul>

### CONFIDENTIALITY

- Any information obtained in the course of employment is confidential & should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information (1989) & Privacy Act 1988, Aged Care Act 1997 & the Health Records Act 2012.

**KEY SELECTION CRITERIA****ESSENTIAL**

- **Current Police Clearance;**
- Ability to work & communicate effectively with a wide range of people;
- Work successfully & individually & as part of a team;
- Ability to maintain quality work while maintaining deadlines;
- Sound understanding of the special needs of people who are aged.

**DESIRABLE**

- TAFE or Tertiary Commercial Certificate or equivalent, successfully completed;
- Experience in similar positions;
- Experience working with a not-for-profit organisation;
- Sound understanding of the Aged Care Quality & Safety Standards;
- Ability to provide some evidence of additional post basic education to further develop skills
  - can show a record of training or short courses attended;
- Certificate in Food Handling.

THE LIST OF RESPONSIBILITIES HERIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND AS ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME

<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
<b>EMPLOYER NAME:</b>	
<b>EMPLOYER SIGNATURE:</b>	<b>DATE:</b>