



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>PASTORAL CARE WORKER (PCW)</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>EO/DoC</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

To provide meaningful pastoral care services to staff of Longridge Aged Care (LAC) using principles that are culturally relevant, age appropriate and sensitive to the needs of staff working within an Aged Care environment.

## KEY ACCOUNTABILITIES

<b>Key Accountabilities</b>	<b>Actions/results required</b>
1. Provide Pastoral care to LAC	<ul style="list-style-type: none"> <li>• Provide care &amp; support for staff members of the LAC community;</li> <li>• Maintain a particular pastoral interest in the LAC community;</li> <li>• Work cooperatively with other professionals when appropriate;</li> <li>• Inform the HR manager about relevant pastoral issues and/or concerns which may need addressing.</li> </ul>
1. Operational Processes	<ul style="list-style-type: none"> <li>• Keep document &amp; records relating to staff discussion up to date with appropriate referrals and/or interventions clearly stated;</li> <li>• Demonstrates the ability to identify, document and report relevant staff issues and if required, other more serious issues as per mandatory reporting processes;</li> <li>• Monitor, review &amp; regularly report to the HR Manager on the effectiveness of pastoral care activities as required;</li> <li>• Make arrangements for the provision of supervision, training, instructions, information &amp; equipment necessary for LAC staff to duties in a safe, effective &amp; efficient manner;</li> <li>• Participate &amp; comply with all quality management systems &amp; processes;</li> </ul>
2. Stakeholder Relationships	<ul style="list-style-type: none"> <li>• Compliance &amp; commitment to all policies, philosophies &amp; procedures of Longridge Aged Care;</li> <li>• Actively participate in staff meetings;</li> <li>• Actively involve and participate in LAC performance management framework and review processes;</li> </ul>

	<ul style="list-style-type: none"> <li>• Model the values of LAC and respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity, passionately pursuing social justice and inclusion;</li> <li>• Take care for the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions; (written or verbal)</li> <li>• Demonstrates an ability to listen actively by being present spiritually with empathy and support;</li> <li>• Demonstrates an ability to recognise the individual needs of staff;</li> <li>• Support, comfort and assistance, especially in times of crisis and grief is effectively provided;</li> <li>• An understanding of the stages of grief and emotional changes is clearly demonstrated and appropriate support is provided with this understanding.</li> </ul>
3. Safe Work Practices	<ul style="list-style-type: none"> <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> </ul>
4. Skills & Personal Attributes	<ul style="list-style-type: none"> <li>• A high standard of verbal, written and communication skills, including at minimum, moderate computer skills.</li> <li>• Displays honesty and integrity at all times;</li> <li>• Understanding of Pastoral Care issues relating to staff who work in an aged care environment;</li> <li>• Highly effective interpersonal skills that instinctively respond to the environment at any given time.</li> </ul>

#### POSITION CONTACTS

Most frequent contacts	Internal/external	Nature or Purpose of Contact
HR Manager	Internal	<ul style="list-style-type: none"> <li>• Provision of information as required.</li> <li>• Annual Performance Appraisals.</li> </ul>
LAC Staff	Internal	<ul style="list-style-type: none"> <li>• Respectful interactions that promote trust and transparency.</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:

- 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 & attending training annually, adhering to the Work Health & Safety Policy and all relevant

Regulations and Codes of Practice approved by SafeWork SA.
<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 and satisfactory Police Clearance;
- Certificate IV in Pastoral Care or equivalent or working towards;
- Certificate IV in Mental Health or equivalent or working towards;
- Formal training in Clinical Pastoral Care Education, Wellbeing or similar;
- 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 staff who work within an aged care environment;
- Collaborative, enthusiastic, resilient and optimistic in nature;
- Current Flu Vaccination certificate.

##### 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.

#### SAFETY AND WELLBING

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others;
- Report accidents, incidents and hazards to their supervisor as soon as is practical;
- Read and adhere to all LAC WHS policies.

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>