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| Mid Murray Homes for the Aged Inc  POSITION DESCRIPTION | | | | | |
| Position Details | | | | No. | 1 |
| **Position Title:** | | Personal Care Worker | Employment Status: Continuing/Temporary/Casual | Casual | |
| **Division:** | | Mid Murray Homes for the Aged | FTE: Full-time/Part-time |  | |
| Business Unit: | | Aminya Residential Aged Care Services | Award /Level or Grade Mid Murray Homes for the Aged Incorporated Non- Nursing Employees Enterprise Agreement 2017 | Aminya EA 2017 | |
| Reports To: | | In Charge Nurse | **Date Last Reviewed:** | 22 April 2020 | |
| Direct Reports: | | Nil | | | |
| Relationships Internal: | | This position is required to have effective relationships and communications with all staff and residents. | | | |
| Relationships External: | | The position interacts and communicates with all stakeholders in the aged care sector and broader service sector including physical and mental health, training and education. This includes liaison with community networks with a range of external agencies, service providers, business authorities and all cultures including homeless and vulnerable sectors of the community. | | | |
| Aminya Values | | | | | |
| **Vision**    **Mission**    **Philosophy** | Our vision is to be recognised as an organisation which promotes a positive and innovative environment for our resident’s by ensuring the delivery of high quality care services through consultation and quality management  Our mission is to promote and enhance the quality of life of the residents entrusted to our care. The following statements support our commitment to our mission:   * Our residents are treated with dignity and respect * Our residents feel safe and secure in their home * Our resident’s religious and cultural identity is respected and nurtured * Our resident’s sexual expression, sexual orientation and intimate preferences are respected and supported * Our residents receive an appropriate standard of care to meet their individual needs without encroaching on their right to maintain their independence * Our residents are supported to conduct activities that carry an element of risk through consultation and risk mitigation strategies * Our residents’ privacy and confidentiality is upheld * Our residents are always treated as individuals; and acknowledged as the experts in their own care.   It is our belief that the residents of Aminya should continue to live a fulfilling and purposeful life by maintaining their relationships, preferences, and individuality.  It is our hope that each and every resident will consider Aminya to be their home. | | | | |
| Primary Purpose of Position [relate to Aminya’s Strategic Plan and long-term objectives] | | | | | |
| The Personal Care Worker in accordance with the vision, mission, and values of Aminya is responsible for providing a quality care service that meets the needs of residents. The Personal Care Worker is responsible to the In-Charge Nurse by providing the highest level of direct personal care to residents, in accordance with quality assurance standards and the policies and procedures of Aminya. The aim is to provide an improved service by cooperation and coordination within The Aminya Aged Care community.  The Personal Care Worker is accountable to the In-Charge Nurse and liaises with and in conjunction with the Aminya nursing and ancillary staff, which has an interface with all Aminya employees, volunteers, and service providers.  The key focus is to assist all the staff with providing aged care services within Aminya and to identify innovative and responsive projects, underpinned by a philosophy of wellness and enablement and to maximize independence. This will facilitate collaborative and support aged care service stakeholders and contribute to sector support and development in the delivery of high quality entry level care services for clients. | | | | | |
| Process and Service Responsibilities | | | | | |
| * Aged Care Sector and Community Stakeholder Support | | | | | |

**PERSON SPECIFICATION**

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| **Criterion** | **Description** |
| **Essential Qualifications**  **Desirable Qualifications** | * Certificate III Community Service or relevant qualification/certificate that is appropriate for Aminya Village Hostel’s requirements (i.e., AQF Certificate Level 3) * Current First Aid Certificate * Experiencing in the nursing support and care of the elderly desirable |
| **Experience/Understanding** | * Demonstrated expertise in caring for the elderly within the Aged Sector * Ability to empathise with residents, relatives, and staff * An understanding of the ageing process * Commitment to the promotion of a culture of continuous improvement * Broad experience in staff interaction and staff teamwork to achieve desired outcomes |
|  | * Understanding of how employee interaction impacts with aged care issues * Quality Improvement Principles * Current knowledge of aged care sector reforms * Risk Management and Manual Handling Principles |
| **Skills and Attributes** | * Ability to work under direct and indirect supervision as determined by the Care Manager, Clinical and Registered Nurse in charge * Proven skills in documenting and accurate recording of relevant information * An understanding and an appreciation of what is required and needed in the caring for aged clients * An understanding and basic knowledge, particularly to age related health issues * Understanding of and commitment to continuous quality improvement * Understanding of and commitment to Work Health & Safety (WHS) legislation affecting daily work duties * Demonstrated competence in the delivery of personal care to individuals and a knowledge base for safe practice * Possess sound interpersonal skills * Ability to work as a member of a multi-disciplinary team * Sound written and verbal communication skills * Computer and IT skills, knowledge, and use * Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives * Possess flexibility, adaptability, and versatility of approach to handle changing work requirements and the ability to support others in an environment of change * Ability to demonstrate empathy with the needs of stakeholder groups * Ability to liaise with staff and all other stake holders on a day to day basis * Manage time efficiently and effectively * Mentor and support new employees |
| **Relevant Legislation** | * Equal Opportunity Act 1984 * Return to Work Act 2014 * Aged Care Act 1999 * Aged Care (LLLB) Act 2013 * Other relevant legislation pertaining to the role |
| **Specific Job requirements** | Provide the highest level of quality care to residents in accordance with quality assurance standards and the policies and procedures of Aminya by:   * Providing direct care to residents as documented on resident care plans * Providing indirect care (such as laundering of residents’ items, serving of morning tea, etc.) as documented in task sheets * Ensuring that there is accurate recording of care delivered and the resident’s response in accordance with documentation procedures * Working to maintain a physical and psychosocial environment that ensures the privacy, dignity, individuality, and rights of residents * Assisting residents to make informed care decisions and demonstrate responsibility for care practice * Communicating effectively and documenting relevant information * Responding effectively to unexpected situations within own level of skills and competence   Demonstrates a satisfactory knowledge base for safe practice by:   * Carrying out all work according to Aminya’s guidelines   Protect the rights of residents by:   * Maintaining confidentiality * Respecting the values, customs, and spiritual beliefs of residents * Acting in such a way that the rights of residents are protected   Demonstrates effective communication and interpersonal skills by:   * Liaising with other members of the health team in the provision of care * Participating in Aminya’s quality management system and commitment to processes of continuous improvement activity programs relevant to the work area   Assist the Registered Nurse in formulating care plans and work in co-operation with management and other members of the health care team to ensure resident’s outcomes are met.  Additional duties include but not limited to:   * Assist in the assessment of individual clients/residents as required * Complete appropriate documentation * Care for clients who have special needs * Consult and liaise with senior staff, other employees, residents, and resident family members in a professional and appropriate manner * Assist with Lifestyle programs for individual and/or groups * Bed making, bathing, showering, personal hygiene and grooming and toileting/continence management * Maintenance of mobility and dexterity * Transfer/ Lifting, Mechanical Aids * Placing of resident’s clean laundry in appropriate robes, dressers and attendance to personal attire * Cleanliness and neatness of clients/residents’ environment   Undertake further education, if applicable and participate in service education as provided by Aminya Village Hostel |
| **Authorisations and Delegations** | Authorisations and delegations are in accordance with the appropriate Acts,  Regulations, Aminya Guidelines and the Aminya's Register of Authorisations and Delegations. |

**KEY RESULT AREAS**

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| **Key Result Areas** | **Key Responsibilities** [activities that achieve each KRA] |
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| Support Aminya to provide and achieve superior aged care service levels | * Undertake and deliver best practice personal care in line with current standards * Maintain food hygiene, personal care, and housekeeping standards to ensure ongoing certification/accreditation * Ensure the ongoing cleanliness and tidiness in all areas of Aminya * Maintaining professional knowledge and skills through participation in external and internal education and development activities and training |

**ORGANISATIONAL RESPONSIBILITIES**

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| **Key Result Areas** | | **Responsibilities** [activities that achieve each KRA] |
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| **General conditions of employment** | * Aminya is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its workplace * Aminya provides a smoke free environment. Smoking within Aminya’s premises is prohibited. * Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions | |
| **Policies and procedures** | The role is performed in accordance with Aminya’s Policies and Procedures and the Code of Conduct for Employees. | |
| **Work health and safety** | Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:   * Carry out their roles and responsibilities as identified in the Aminya’s WH&S and Injury Management policies and procedures. * Participating in Aminya quality management systems and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis * Comply with the requirements of the Return to Work Act 2014 * Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management. * Undertake training provided to protect the Employee’s health and safety whilst at work. * Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee’s health and safety and the health and safety of others. * Understand the need to participate in training and development, in line with equal opportunity and WH&S and associated Aminya policies and procedures. * To ensure participating in mandatory WH&S training sessions * Identifying and reporting incidents and hazards in the workplace | |
| **Privacy and Confidentiality** | * Applying the principles of privacy and confidentiality to all work practices * Adhering to Aminya’s Privacy of Information Policy and Procedure at all times * Maintaining a duty of confidentiality to all residents, clients, volunteers, and staff * Ensuring that any “Confidential Information” that becomes known through the course of employment with Aminya is kept confidential * Business or operational interest * Methodology and affairs * Financial information * Anything else that is notified as being confidential | |
| **Records management responsibilities** | Employees have an obligation to meet the requirements of the State Records Act, to comply with Aminya’s Records Management Policy, Procedures and Standards and to properly use Aminya's Records Management Systems | |

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| **SIGNATURE:** | |
| **Employee** | **Name**: **Signature**: |
| **Business Manager** | **Name**: Simone Bailey **Signature**: |
| **Date:** |  |