

Staff Position Description

Instruction for Managers

1. Give a copy of Position Description with letter of offer.
2. Copy signed Position Description for the Staff Member.
3. Update the Staff File Manager.
4. Place the signed copy on the staff file.

Instruction for Staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.

Care Service Employee G2

Award Classification	Grade 2
Remuneration	As per EA salary structure
Reporting to	Team Leader / RN
Liaises with internally	All Finley Regional Care Staff Care Recipients Medical Professionals
Liaises with externally	Family Members / Advocates Service Providers Consultants General Public
Purpose of the Position	Contributes to the delivery of quality Care Recipient Care provided by Finley Regional Care through supervised participation in direct care support and performance of domestic and labouring duties associated with maintaining Care Recipient's environment.
Essential Criteria	<ul style="list-style-type: none"> • Certificate III in Aged Care Work • Compassion and empathy in working with the aged persons • Understanding of the ageing process and care for aged persons • Ability to work as part of a multi skilled team • Previous personal care experience in the aged care industry • High level of written and verbal communication skills • Demonstrated knowledge of Workplace Health and Safety issues • Commitment to workplace equality issues • Computer literate • Current driver's license • Current First Aid Certificate • Current Aged and Vulnerable Persons National Criminal Record Check
Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of health issues relevant to the elderly
Organisational Change Management	Supports and assists with implementation of change

Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork / Professionalism 2. Customer / Community Focused 3. Solutions driven 4. Innovative 5. Honest, Respectful, Dignified Caring and Integral 	
Key Performance Indicators	Care Recipient's Rights and Responsibilities	<ul style="list-style-type: none"> • Provide care and services to all care recipients that is 100% consistent with the Chart of Care Recipients Rights and Responsibilities
	Finley Regional Care Vision and Mission Statements	<ul style="list-style-type: none"> • Provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care
	Care and Domestic Services Delivery	<ul style="list-style-type: none"> • Under supervision support in the development, evaluation and implementation individualised care plans for 100% of Care Recipients • Ensure all delivery services are adhering to all of the organisations policies and procedures 100% of the time • Recognise, report and respond appropriately to changes in the health of Care Recipients in compliance with all policies and procedures 100% of the time • Under supervision ensure that the needs of the customer, both internal and external, receive the highest priority and that the objective is to exceed the customer's expectations • Under supervision complete the Duty/Task list as per the house requirements for your shift, by the required times 100% of the time
	Accreditation	<ul style="list-style-type: none"> • Support Aged Care Standards and Accreditation Agency processes as required 100% of the time
	Communication	<ul style="list-style-type: none"> • Develop and maintain professional relationships with Care Recipients, their families and visitors, contractors and other health professionals and internal staff ensuring 100% satisfaction in services is maintained • Attend and actively participate in a positive manner for team activities and meetings • Ensure all documentation and/or verbal communication provided is 100% accurate and delivered with set deadlines and presented in a professional manner
	Quality and Continuous Improvement	<ul style="list-style-type: none"> • Ensure 100% of required qualifications, registrations and accreditations are maintained and updated • Adhere to accreditation standards 100% of the time. • Actively be involved in assisting and implementing accreditation standards and improvements 100% of the time. • Completion of the Moving on Audits as required 100% of the time in the time frame given/required • Provide accurate and timely feedback in regards to suggestions and/or complaints for improvement to the Team Leader within 24 hours of receiving such information. • Attend 100% of the organisations mandatory training programs • Seek out feedback from residence in regards to areas of improvement of services to be acted on daily

Key Performance Indicators	Professionalism	<ul style="list-style-type: none"> • Ensure all Care Recipient and family personal information is kept 100% confidential • Maintain clear lines of communication with colleagues, other health professionals, contractors and Care Recipients 100% of the time • Comply 100% with the organisations policies & procedures • Support and assist with implementation of organisation change management
	Workplace Health & Safety	<p>Contribute to and maintain the positive safe workplace by:</p> <ul style="list-style-type: none"> • Attend 100% of WH&S in-service lectures • Maintain competencies in regards to emergency situations 100% • Ensure that all reasonable steps are taken to protect personal safety at work 100% of the time • Follow correct manual handling procedures 100% of the time • Use of PPE appropriately
Tasks and Responsibilities	For the Workplace	<ul style="list-style-type: none"> • Demonstrate an understanding and commitment to Policies, Equal Employment Opportunity, Affirmative Action, Anti-discrimination and a Harassment Free Workplace • Adhere to human resources policies including anti-discrimination, harassment and victimisation policies • Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment • Display a positive attitude and be an active member of the team • Effectively demonstrate an understanding that every person who has access to any information concerning Care Recipients or staff at the service must observe the protocols on privacy, dignity and confidentiality. Details about Care Recipients or co-workers must not be given out without the prior consent of the person concerned or another proper authority. Breach of confidentiality is a disciplinary offence • Follow direction provided by senior members of the team, where authorised.
Tasks and Responsibilities	For the Job	<ul style="list-style-type: none"> • Provide a wide range of personal care services to clients in accordance with Commonwealth and State Legislative requirements and in accordance with the clients care plan including but not limited to • Provide a wide range of personal care services to Care Recipients, under limited supervision, in accordance with Commonwealth and State Legislative requirements, and in accordance with the Care Recipient's Care Plan, including: <ul style="list-style-type: none"> ❖ Assist and support Care Recipients with medication utilising medication compliance aids; ❖ Implementation of continence programs as identified in the Care Plan; ❖ Attend to routine urinalysis, blood pressure, temperature and pulse checks; ❖ Blood sugar level checks etc and assist and support diabetic Care Recipients in the management of their insulin and diet, recognising the signs of both Hyper and Hypo-Glycaemia. recognise, report and respond appropriately to changes in the condition of Care Recipients, within the skills and



<p>Tasks and Responsibilities</p>	<p>For the Job</p>	<p>competence of the employee and the policies and procedures of the organisation;</p> <ul style="list-style-type: none"> ❖ Assist in the development and implementation of Care Recipient care plans; ❖ Assist in the development and implementation of programs of activities for Care Recipients, under the supervision of a Care Service Employee Grade 3 or above, or a Diversional Therapist; and ❖ Simple wound dressing; <ul style="list-style-type: none"> • Provide accountable, outcome based personal care in line with care plan outcomes and policies and procedures • Assist the Care Recipients to meet their daily living needs including nourishment, personal hygiene and other support within the plan of care and own skills base • Maintain professional standards of documentation encompassing clinical and legal requirements. • Assist in the development of client assessment and care plan review which identifies individual needs, preferences and problems • Effectively implement individualized care plans • Establish and maintain effective and professional relationships with colleagues, Care Recipients and their families, visitors and visiting health professionals • Attend to the personal needs of Care Recipients including but not limited to: <ul style="list-style-type: none"> ❖ Showering / bathing; ❖ Toileting; ❖ Skin care and pressure sore prevention; ❖ Shaving and grooming; ❖ Oral hygiene; ❖ Transferring / mobility; ❖ Fitting of aids/appliances; ❖ Ordering of meals and supplies; ❖ Assisting with meals; ❖ General waiting, table services and clearing duties; ❖ Assisting with dressing; and ❖ Answers buzzers promptly • Attend to the domestic duties of clients including but not limited to: <ul style="list-style-type: none"> ❖ General cleaning of accommodation; ❖ Assistance in the preparation of food, including cooking and or preparation of light refreshments; ❖ Laundry duties as required; ❖ Store clothes and tidy wardrobes; ❖ Garbage collection and disposal; and ❖ Escort and or transportation of clients as needed. • Provision of comprehensive handovers to oncoming staff at the change of each shift. • Maintain own record of training. • Other tasks and duties as directed by the Team Leader / RN
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Finley Regional Care.

I agree that I will provide care and services to all care recipients that is 100% consistent with the Chart of Care Recipients Rights and Responsibilities.

I also agree that I will provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care.

Name _____

Date _____

Signature: _____