**Staff Position Description**

 **Care Service Employee G1**

**Position Title:**

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| **OUR PURPOSE** |
| Finley Regional Care is a community-managed, not-for-profit organization that delivers a range of medical and aged care services to the town of Finley and surrounding areas. Comprising of an aged care residential facility, two medical centres, a lifestyle village, and home care services, Finley Regional Care strives to live up to its name as the leading choice for care in the Riverina region.  |
| **OUR VISION** |
| Continually striving for excellence in caring for our community |
| **OUR MISSION** |
| We embrace a high standard of quality care that is person-cantered, progressive, and comprehensive through the lives of the individual, family, and wider community. |
| **OUR CULTURE STATEMENT** |
| We will:* Respond to consumers and their stakeholders
* Respect consumers and their stakeholders
* Inform and reassure consumers and their stakeholders
* Listen to consumers and their stakeholders
* Work with consumers and their stakeholders
* Involve consumers and their stakeholders
 |
| **OUR VALUES** |
| * Teamwork
* Positive
* Acceptance
* Dedication
* Respect
 |
|  **YOUR ROLE & PURPOSE** |
| The role of The Care Service Employee is to contribute to the delivery of quality resident care provided by Finley Regional Care. The purpose of The Care Service Employee is through supervised participation in direct care support and performance of domestic duties associated with maintaining the resident’s environment.  |
| **REPORTING TO** |
| * RN
* Team Leader
 |
| **KEY INTERNAL RELATIONSHIPS** |
| * All Nursing and Care Staff
* Administration Staff
* ResidentsMedical Professionals
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| **KEY EXTERNAL RELATIONSHIPS** |
| * Family Members
* Service Providers
* General Public
 |
| **ORGANISATIONAL CHART** |
|  |
| **FOR THE JOB** |
| **CAN DO (knowledge, skill, ability)** |
| * Certificate III in Individual Support (Ageing) or equivalent
* Understanding of the aging 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
* Reliable transport
* Current Police Check and/or NDIS Check

 **Desirable*** Knowledge of health issues relevant to the elderly
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| **WILL DO (values, motivation, personality)** |
| * Teamwork / Professionalism
* Compassion and empathy in working with the aged persons
* Customer / Community Focused
* Solutions driven
* Innovative
* Respectful, open, and transparent with a commitment to workplace equality, diversity, and inclusion.
* Ability to work within, and contribute to, the Mission, Vision, and Values of Finley Regional Care
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|  **ROLES AND RESPONSIBILITIES**  |
|  **SERVICE DELIVERY** |
| * Provide a wide range of personal, outcome-based care services to residents in line with their care plan outcomes, policies, and procedures
* Assist residents to meet their daily living needs
* Under supervision, complete the Duty/Task list as per the house requirements
* Ensuring documentation (including clinical notes and care plans) are completed in a timely manner and are updated as required on each shift whilst always maintaining and practicing confidentiality, encompassing clinical and legal requirements
* Assist in the development of client assessment and care plan
* Establish and maintain clear, effective and professional relationships and open communication with colleagues, consumers and their families, visitors, and visiting health professionals
* Support and practice implemented Aged Care Standard and Accreditation processes as required
* Other tasks and duties as directed by the Team Leader / RN
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|  **FOR THE JOB** |
| * Attend, complete, and actively participate in activities, meetings, and training as required
* Contribute to and maintain a positive safe workplace for all
* Support and comply with Finley Regional Care’s organisational policies and procedures
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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.

Name: Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_