

Job Description

Job Title: Personal Care Worker
Ref No: OP04
Portfolio & Program: Aged Care Services, Residential Aged Care
Reporting Relationship: Clinical Manager
Classification: Enterprise Agreement AGED Care Stream – Level 3/4
Date: July 2018

Our vision is justice, respect and fullness of life for all. Our mission is to provide care and support with a voice for disadvantaged and vulnerable people in our communities.

Provide our residents with person centred care of the highest quality ensuring their comfort and dignity is maintained at all times.

My purpose is to...

Ensure that at all times residents receive the highest standard of personalised care.

I will make a difference when I...

Customer Service

- Work together with residents, their families, carers and our staff to optimise the health, lifestyle and well-being of each resident
- Provide a responsive service, ensuring the residents physical, spiritual and social needs are at the core of all your actions
- Meet daily living and personal requirements, including grooming, hygiene, meals, and functional mobility
- Promote the rights of residents at all times, including their confidentiality, privacy, individual choice, decision making, and acting as their advocate when required

Service Delivery and Professional Accountability

- Adhere to the legal and ethical frameworks supporting the rights and interests of our residents, including precise documentation, reporting mechanisms, confidentiality, privacy, and individual choice, decision making, and acting as their advocate when required
- Report changes in health status and resident needs to the Registered Nurse

Professional Practice

- Act and present in a professional manner at all times
- Practice in accordance with legislation and in relation to Aged Care
- Display knowledge of, and work within, the policies and procedures/work instructions of AnglicareSA
- Identify and report unprofessional practice
- Contribute to the maintenance of a physical and psychosocial environment to promote safety, security, personal integrity and optimal health for residents to ensure quality of life and a safe, homely and attractive environment
- Support student placements as required
- Prioritise work load and provide flexible care as required to meet individual needs of residents
- Demonstrate an understanding and commitment to Continuous Improvement
- Ensure that complaints and feedback are acknowledged and reported to the Registered Nurse

Work Health and Safety (WH&S)

- Contribution to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events
- Active participation in early intervention Injury Management processes and effective consultation with Injury Management and WHS personnel to assist in progressing Injury Management requirements efficiently
- Displaying proactive behaviours and accountability toward safety in the workplace by making every effort to ensure one's own safety, and the safety of colleagues and others

To make a difference I must...

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses
- To be physically and mentally capable and report to work in a fit state to perform all duties
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities
- Evidence of right to work in Australia
- National Police History Check
- Attend all rostered shifts, obtaining prior approval from your manager if any changes are required
- Keep up to date with accreditation standards and industry developments for best practice in aged care

- ☒ Willing to work at other sites as required ☒ Elder Abuse Reporting
☒ Shift work across a 24 hour, 7 day roster

Reports to: Clinical Manager

Direct Reports: Nil

Working Relationships: Personal Care Workers, Senior Personal Care Worker, Registered and Enrolled nurses

I must possess these skills and abilities...

Qualifications

- Certificate III in Individual Support / Aged Care or equivalent

Skills and Abilities

- Ability to provide care that meets the needs of residents whilst adhering to legislative, regulatory, policy and procedural requirement
- Knowledge of Aged Care accreditation requirements related to clinical care and documentation, resident's Charter of Rights, Aged Care legislation and common law requirements
- Respond to the strengths and weaknesses of the residents, empowering them to live their best life
- Excellent communication and interpersonal skills to build relationships with residents, relatives and the team
- Ability to work positively and productively as part of a multidisciplinary team and independently
- Demonstrable skills acting as a resident advocate and resolving conflicts
- Willingness to accept and embrace the different cultural backgrounds of our residents and team
- WH&S knowledge and skills suitable for the position
- Work harmoniously within a team environment in accordance with AnglicareSA values

My dedication and commitment

Job holder Signature: Date

Print Job holder Name:

General Manager, Aged Care Services Signature: 

Date: 22/8/18