

# Position Description

POSITION TITLE		Care Service Employee – Nursing			
REFERENCE/POSITION NUMBER		1461			
DEPARTMENT		Office of COO			
ACCOUNTABLE TO		Manager Care and Operations			
SUPERVISOR		Registered Nurse			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	Grade 3	STATUS	Casual	TYPE	Casual
HOURS	Casual		LOCATION	Blue Haven Home	
MOBILE PHONE	No		VEHICLE	No vehicle	
APPLICABLE ALLOWANCES		Paid in accordance with the Award			
LAST UPDATED		24/07/2023			

## OBJECTIVES

- Provide our residents with assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the restroom.
- Provide high standard level of care and build trusting relationships with residents holding high importance in their wellbeing.
- Provide personal care and social support to residents in accordance with accreditation standards.
- Assist the facility to meet documentation requirements as outlined by the Aged Care Funding Instrument (ACFI).
- Portray the image of Blue Haven Care as being caring, courteous and efficient.

## SELECTION CRITERIA

### ESSENTIAL

- Certificate III in Individual Support or recognised equivalent qualification
- First Aid Certificate (or ability to obtain one within first three months)
- Ability to show evidence of a minimum of 500 hours experience in the industry or able to demonstrate relevant prior experience
- Ability to work individually with minimal supervision
- Ability to communicate effectively with colleagues, residents and work in a team
- Ability to maintain compliance with document requirement and confidentiality
- Knowledge of manual handling requirements
- Participate in team meetings and in-service training and development
- Demonstrated willingness to work as part of a multi-disciplinary care support team
- Liaise with relatives/carers in accordance with Blue Haven's policies and procedures
- Sound computer literacy skills.

## ACCOUNTABILITIES

### GRADE 3:

- Under limited supervision provide assistance to residents according to the requirements of the care plan shall include but not limited to:
  - Carry out tasks to attend to the personal needs of the residents
  - Supervise and assist residents with daily hygiene including an but not limited to bathing, showering, shaving, dressing and toileting
  - Make beds, wardrobes and tidy rooms
  - Assist with meals
  - Implementation of continence programs as identified in care plans
  - Assist and support residents with compliance aids
  - Assist and support residents with medication utilising medication compliance aids
  - Apply simple wound dressings using correct infection control procedures
  - Attend to routine urinalysis, blood pressure, temperature and pulse checks
  - Blood sugar level checks
  - Assist in the development and implementation of programs of activities for residents under the supervision of a Care Service Employee Grade 4 or above, or a Diversional Therapist
  - Adhere to infection control principles including proper hand hygiene
- Ensure effective communication (verbal and written) with employees, customers, visitors and contractors
- Contribute to improvements strategies for the care team
- Ensure own actions actively contribute to the provision of a secure and safe environment for residents and personnel
- Ensure the privacy and confidentiality of residents is maintained at all times
- Complete relevant documentation in an accurate and timely manner
- Under the supervision of a Registered Nurse, provide holistic care to residents as documented in their care plans in consultation with other health care professionals as appropriate
- Assist and support diabetic residents in the management of their insulin and diet and recognise the signs of both Hyper and Hypo-Glycemia
- Recognise, report and respond appropriately to changes in the condition of a resident within the skills and competence expected from this grade and the policies and procedures of Blue Haven
- Designated by management as having responsibility for leading and/or supervising the work of others
- Will be working individually with minimal supervision and will have overall responsibility for a particular function within Blue Haven
- Will be required to plan, direct and train staff and comply with documentation requirements as determined by Blue Haven and possibly assist with the development of budgets
- Will be required to schedule work programs routinely and regularly
- Liaise with relatives/carers in accordance with Blue Haven's policies and procedures
- Other duties as required by the manager/supervisor consistent with the role.

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

## DELEGATIONS

<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	Input to budget

## CONDITIONS OF EMPLOYMENT

<b>AWARD/AGREEMENT</b>	Local Government Aged, Disability and Home Care (State) Award	
<b>POLICIES:</b>	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:**