



Job & Person Specification

Care Assistant

Code	OSJD91
Classification	Aged Care Award 2010
Reports to	EN - Care Coordinator
Approved by (name)	General Manager Operational Services
Approved by (Signature)	
Date of Approval	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Missions, Values and Vision of Eldercare.

Acknowledged by Employee	
Name of Employee	
Date of Acknowledgement	

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Eldercare

Our Purpose

Delivering peace of mind with our care

Our Values

Respect

Value in Action - We protect the dignity, rights and values of individuals

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

Accountability

Value in Action - We are all responsible for working safely and with integrity

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

Connection

Value in Action - We develop vibrant and supportive relationships based on warmth and generosity

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

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Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

Job Specification

Summary of the broad purpose of the position in relation to organisation goals

A Care Assistant, under the supervision of a Clinical Leader and EN - Care Coordinator, delivers direct resident nursing care in any practice setting within the boundaries of education and skill preparation.

Reporting/Working Relationships

- Reports directly to the EN - Care Coordinator for day-to-day direction
- Also may take direction from the Clinical Leader(s), RN - Clinical Care Manager and Site Operations Manager

Special Conditions

- Works over a 7 day fixed roster or as agreed with Management

Statement of Key Outcomes and Associated Activities

The Care Assistant through education and clinical experience has acquired personal care and nursing assistance skills and knowledge to undertake the role. Under supervision from the Clinical Leader and the EN - Care Coordinator, the Care Assistant delivers direct personal care to residents of the Facility.

1. General

- Under supervision of a Clinical Leader and or an EN - Care Coordinator gives direct care to a group of residents
- Carries out nursing care plans in consultation with a Clinical Leader and/or the EN - Care Coordinator
- Communicates residents' care needs to Clinical Leader and/or the EN - Care Coordinator
- Participates in continuing education and identifies own learning needs
- Is familiar with and practices within a legal and professional requirement of a Care Assistant

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- Participates in Continuous Improvement and in-service education activities within the organisation

2. Professional

- Complies with the profession's code of ethics
- Functions in accordance with legislation
- Practices within own abilities and qualifications
- Promotes an atmosphere which is conducive to learning and safety for residents and staff
- Uses and promotes effective communication and interpersonal skills
- Evaluates own practice by performance appraisal
- Has an awareness of equal opportunity and cultural diversity
- Maintains current knowledge and skills for care competency
- Participates in activities of the profession's organisation
- Attends Mandatory Training as required
- Contributes to the application of good human resource management practices by
 - a) Complying with Eldercare's Policies and Procedures
 - b) Participating in Eldercare's Performance Management Programme and
 - c) Ensuring that Eldercare's records management policies are followed

WHS Responsibilities

All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided.
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.

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Person Specification

Essential Minimum Requirements

Personal Abilities/Aptitude/Skills

- Willingness to participate as a team member under Clinical Leader and/or EN - Care Coordinator supervision
- Teamwork
- Conflict / Resolution
- Time Management
- Multi-task and an ability to work effectively in a multi-disciplinary team
- Strong interpersonal skills both written and verbal
- Able to communicate with people of various ages, cultures and backgrounds

Knowledge

Demonstrates knowledge of personal care in relation to Aged Care and Continuous Improvement and an understanding of the Accreditation process

Qualifications

- Certificate III in Community and/or Aged Care (or equivalent)
- Broad experience as a PCA, Assistant in Nursing or other related position in the area of Aged Care

Desirable Characteristics

Personal Abilities/Aptitude/Skills

- Minimum of 6 months experience in Aged Care
- Computer literacy

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